



Village Kings of Point

APPLICATION TO THE BOARD OF ZONING APPEALS

A. PRE-APPLICATION REQUIREMENTS

1. Prior to filing this application each applicant **MUST** first file a building permit application for review and denial. Once review is complete the applicant will receive a "Disapproved" application and plans from the Building Inspector. The "Disapproved" application must then be used to complete the application requirements listed below.

B. APPLICATION REQUIREMENTS

1. Each of the following **MUST** be submitted for consideration:
 - a. Board of Appeals application forms
 - b. "Disapproved" Building Permit Application by Building Inspector.
 - c. "Disapproved" Building Plans by Building Inspector with letter of denial.
 - d. Up to date survey of the subject premises showing all structures thereon, including dimensions of structures and distances to lot lines on all sides.
 - e. 400-foot Radius Map drawn to scale showing:
 - Section/Block(s)/Lot(s) of each parcel to be depicted on map.
 - Name of property owner(s) of each parcel/lot to be depicted on map.
 - Street address of each parcel to be depicted on map.
 - Indicate if parcel is 'improved or unimproved' to be depicted on map.
 - Separate list showing Section/Block(s)/Lot(s), name of property owner(s), and street address.
 - Owner or Applicant must sign Radius List & Map.
 - All property owner(s) are to be the last owner(s) of record of the property as shown by the Clerk's Office of the Village of Kings Point.
 - f. Notification of all municipalities within 500-feet of subject property, including the Village of Kings Point.
 - g. Deed. Provide a copy of the most recent deed to the subject property.

Submit ten (10) complete collated sets of **ALL** the above listed items. One (1) set **MUST** be an original application and **MUST** be signed by the owner and applicant. The remaining nine (9) sets may be copies of the original set.

C. NOTIFICATION REQUIREMENTS

1. A notification must be provided that **MUST** contain each of the following:
 - a. Name of the owner(s) of the property which is the subject of the application.
 - b. Address of the property which is the subject of the application.
 - c. Section/Block(s)/Lot(s) of the property which is the subject of the application.
 - d. The scheduled date, time, and location of the public hearing.
 - e. A short statement explaining the nature of the application, which shall include the section(s) of the Village Zoning Ordinance requiring variances.
 - f. State the Zoning District in which the subject property is situated. Half acre A Zone or Full acre A2 Zone.
2. Manner of Notification:

The applicant is required to send a notice to property owners or others within a 400-ft. radius of the lot lines of the subject property and the clerk of any adjacent municipality, other than the City of New York, within 500 feet of the affected premises including the Town of North Hempstead, and the Village of Kings Point, with regard to the application. Such notice shall be sent by the applicant in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent, using either a nationally recognized overnight courier service or the United States Postal Service. Such notice shall be sent not more than 25 days nor less than 17 days before the date of the next meeting at which the application will be addressed. The applicant shall file with the application a radius map showing all of the properties for which the notice is required to be served, with the tax map section, block, and lot numbers shown on the radius map; a list of the owners' names and mailing addresses for all of the properties identified on the radius map, with the tax map designations for such properties. If the property is within the Village, the applicant shall use the then-current Village assessment roll for such information. A copy of the radius map along with the meeting notification must be provided to all parties that are being notified of said hearing. Not less than 10 days prior to such meeting, the applicant shall file with the clerk of such board or commission an affidavit of service of the required notice; and proof of delivery of each of such notices from the courier service.

D. FEES

1. \$1000.00 Application Fee (Non-refundable)
2. \$5000.00 Deposit (Used for publication, stenographer, legal, etc.) Once the balance of the deposit falls below \$1,000.00, all review and processing of the application shall stop until an additional deposit in the amount of \$1,500.00 is deposited by the applicant. Such additional deposits in the amount of \$1,500.00 shall be required whenever the balance of the deposit falls below \$1,000.00 until the case is closed. Once the case is closed the remaining balance will be returned to the applicant.
3. Separate checks are required for Fees and Deposits.

APPLICATION TO THE VILLAGE OF KINGS POINT BOARD OF APPEALS

This application will **NOT** be accepted unless **ALL** questions are answered in detail, and the affirmation of ownership is executed by the owner(s) of the property described.

Name of Owner: _____

Mailing Address of Owner: _____

Home Phone: _____ Mobile Phone: _____ Business: _____ Email: _____

Name of Applicant (if other than owner): _____

Mailing Address of Applicant: _____

Office Phone: _____ Mobile Phone: _____ Fax: _____ Email: _____

Subject Property Address: _____

Section: _____, Block: _____, Lot(s): _____ Check Zoning District: 'A': _____, or 'A2': _____

A. Application is hereby made:

1. For variance from the following sections of the Code of the Village of Kings Point: _____

2. To appeal the following determinations: _____

B. Nature of Application (provide a brief description): _____

C. Is this a proposed or existing structure?

If an existing structure, give the dates of the original construction and of any substantial modifications thereto: _____

D. Lot Area: _____, Approximate Dimensions: _____

Size of Addition: _____ sq.ft., Approximate Dimensions: _____, Stories: _____

Existing Floor Area: _____ sq.ft., Proposed Floor Area: _____ sq.ft.

Existing Building Area: _____ sq.ft., Proposed Building Area: _____ sq.ft.

E. Has any previous application ever been filed with the Board of Appeals with respect to the subject property?

Yes: _____, No: _____

If 'Yes' was selected provide the following information:

Date(s) of Application(s): _____

Case Number(s): _____

Nature of Application(s): _____

Disposition(s) of Application(s): _____

F. Have any restrictions, limitations, or conditions been imposed on the property by any other Village Board, or other governmental agency having jurisdiction?

Check one: Yes: _____, No: _____

If 'Yes' was selected provide the following information:

Date(s) of Application(s): _____

Case Number(s): _____

Nature of Application(s): _____

Disposition(s) of Application(s): _____

G. How long has the present owner held title to the premises? _____

H. Is the site within 200-feet of any premises used for a public school or religious edifice?

Check one: Yes: _____, No: _____

I. Are there any existing violations issued affecting these premises?

Check one: Yes: _____, No: _____

If 'Yes' was selected provide a copy of each of the violations.

J. I hereby submit the principal points on which this application is based with descriptions of existing conditions, proposed work, and set forth the basis for the variance(s) requested.

(A rider can be attached if this space is insufficient.)

AFFIRMATION OF OWNERSHIP

Name of Owner (print name) _____ affirms and states under penalty of perjury: I/we reside at: _____ in the Town/City of: _____, in the State of: _____, that I am the owner of the subject premises known as _____ described in the foregoing application shown on the Nassau County Land and Tax Map as Section: _____, Block: _____, Lot(s): _____, and that to the best of my knowledge and belief all statements of fact contained in the foregoing application are true and complete.

I hereby authorize the members of the Board of Appeals, the Building Inspector of the Village of Kings Point, and Legal Counsel to the Board of Appeals, to enter upon and inspect my property prior to the Board of Appeals rendering a determination with regard to this application, at any and all reasonable times.

Print name of owner

Signature of owner

Sworn to before me this _____ day
Of _____, 20 _____

Notary Public

Tax Map Description (Section 1)

[illegible]



*Village of
Kings Point*

APPLICATION TO THE
BOARD OF ZONING APPEALS

**DISCLOSURE AFFIDAVIT
GENERAL MUNICIPAL LAW SECTION 809**

(PLANNING BOARD)

(BOARD OF APPEALS)

(BOARD OF TRUSTEES)

(ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD)

(LANDMARKS PRESERVATION COMMISSION)

VILLAGE OF KINGS POINT

----- X

In the Matter of the Application of

-----X

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

DISCLOSURE

AFFIDAVIT

General Municipal Law
Section 809

_____, being duly sworn, deposes and says:

1. I am the (applicant with respect to)(owner of the premises which are the subject of) the attached application.
2. I make this affidavit for the purposes of complying with the requirements of General Municipal Law Section 809.
3. No officer of the State of New York, and no officer or employee of the County of Nassau, the Town of North Hempstead, or the Village of Kings Point, and no party officer of any political party, has an interest in the attached application within the meaning of General Municipal Law Section 809, except as stated hereinafter (if none, state "NONE");

Name

Address

Position

Nature of Interest

Sworn to before me this _____

Day of _____, 20____

Signature

Notary Public

VILLAGE OF KINGS POINT
BOARD OF APPEALS



AFFIDAVIT OF MAILING NOTICE

Subject Property Address: _____

Name of Owner/Applicant (print name) _____ being duly sworn,
deposes and says: On the _____ day of _____, 20____,

I sent by a nationally recognized overnight courier service or the United States Postal Service, in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent; not more than 25 days nor less than 17 days before the date of the next meeting at which the application will be addressed; notice to each person on the list of the names and addresses filed with my application, a true copy of the notice required by the Rules and Regulations of the Board of Appeals of the Village of Kings Point, a copy of which notice is hereto annexed. Proof of delivery of each of such notices from the courier service from said mailing are attached and made part of this affidavit.

The persons named in said list and to whom I mailed said notice are all the owners of all the lands within a radius of 100-feet of the subject property affected by my said application as shown in the records of the Clerk's Office of The Village of Kings Point and in said list are the Post Office addresses of said persons.

Signature of Owner/Applicant

Sworn to before me this _____ day
Of _____, 20____

Notary Public

**VILLAGE OF KINGS POINT
BOARD OF APPEALS**



NOTICE TO PROPERTY OWNERS

To: _____

PLEASE TAKE NOTICE that the undersigned has made application to the Village of Kings Point Board of Appeals for a variance to the following section(s) of the Kings Point Zoning Ordinance:

In order to permit:

Address of Subject Premises: _____
 Section: _____, Block: _____, Lot(s): _____ Zoning District: _____

A public hearing will be held by the Village of Kings Point Board of Appeals regarding the above mentioned application at Kings Point Village Hall located at 32 Steppingstone Lane, Kings Point, New York on the _____ day of _____, 20____ at 7:30pm.

All applications and accompanying exhibits are on file at the Kings Point Village Hall and may be viewed Monday through Friday from 9:30am to 4:30pm. At said hearing all parties in interest will be given an opportunity to be heard.

This notice is sent to you in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent, using either a nationally recognized overnight courier service or the United States Postal Service under the provisions of the Rules and Regulations of the Village of Kings Point Board of Appeals requiring the applicant to notify all property owners within a radius of 100-feet of the above mentioned premises.

Name of Subject Property Owner: _____
 Name of Applicant (If other than owner): _____

Signed: _____ Dated: _____

32 Steppingstone Lane
Kings Point, New York 11024

Claimant's
Invoice No.

Pay to: _____

Street and Number:

City, State: _____

Amount

TOTAL AMT

Signature _____

(Title)

Date _____

(Name of Company)

Tax I.D. #

Social Security #

I HEREBY APPROVE this claim for services rendered and disbursements for Equipment, materials, supplies and other expenses as herein indicated, which were for the Village of Kings Point

Date

Name

Title

Appropriation