

## **Miscellaneous Forms**

- # 1 Temporary Signs Permit
- # 2 Tree Removal Permit
- # 3 Block Party Application
- # 4 Basketball Hoops – Front Yard
- # 5 Free of Information (F.O.I.L.) Request
- # 6 Architectural Review Guidelines (BAC)
- # 7 Zoning Application

AFFIDAVIT FOR INSTALLING A TEMPORARY SIGN

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ APPLICATION NUMBER \_\_\_\_\_  
Block----- Lot-----

I DO HEREBY AGREE THAT:

1. APPROVAL OF THIS PERMIT WILL EXTEND FOR THE LENGTH OF TIME SPECIFIED BY THE BOARD OF TRUSTEES.
2. IN THE EVENT THAT THE BOARD OF TRUSTEES FINDS THAT THE SIGN(S) ARE VISIBLY OBJECTIONABLE OR HAZARDOUS TO THE PUBLIC THE SIGN(S) WILL BE PROMPTLY REMOVED AT THE REQUEST OF THE BOARD OF TRUSTEES.
3. THE SIZE OF THE SIGN(S) WILL NOT EXCEED FIVE (5) FEET IN VERTICAL DIMENTION, EIGHT (8) FEET IN HORIZONTAL DIMENTION OR A TOTAL SQUARE FOOT AREA OF THIRTY (30) FEET.
4. THE HEIGHT AND WIDTH OF THE SIGN(S) IS:  
\_\_\_\_\_ HIGH  
\_\_\_\_\_ WIDE
5. THIS PERMIT WILL EXPIRE ON \_\_\_\_\_, AT WHICH TIME THE SIGN(S) WILL BE REMOVED.

SWORN TO BEFORE ME

\_\_\_\_\_  
APPLICANTS SIGNATURE

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 19\_\_

\_\_\_\_\_  
NOTARY PUBLIC

# INCORPORATED VILLAGE OF MUNSEY PARK

COUNTY OF NASSAU, N. Y.

## APPLICATION FOR PERMIT TO ERECT AND MAINTAIN A SIGN

BLOCK.....

LOT.....

Permit No.....  
The above letters and numbers must be on sign in letters at least one inch high.

### ZONING:

### Instructions

Permit Fee.....

This application shall be made out in duplicate, in ink or typewritten and a separate application shall be submitted for each sign to be erected.

Permit expires one year from date of issuance at which time application for renewal may be made upon forms provided and in accordance with the provisions of the Building Zone Ordinance.

APPLICATION IS HEREBY made to the Building Inspector of the Village of Munsey Park for a permit to erect and maintain a sign in accordance with this application and the regulations of the Building Zone Ordinance of the Village of Munsey Park

Sign Owner..... Address.....

If Corporation, Officer..... Name and Title..... Address.....

Property Owner..... Address.....

If Corporation, Officer..... Name and Title..... Address.....

To be erected by..... Address.....

### WORKMEN'S COMPENSATION INSURANCE

Pursuant to Section 57 of the Workmen's Compensation Law a Certificate of Insurance on the standard form approved by the Industrial Commissioner, if not already on file with the Building Department, shall be filed with this application covering all operations in connection therewith, said certificate having been furnished by

Insurance Co..... Policy No..... Exp. Date.....

### SIGN LOCATION

Address.....

Section..... Block..... Lot..... Zone.....

..... side of..... Street..... feet

..... of..... Nearest Intersection..... Post Office.....

Will sign advertise business conducted or products sold on premises.....

List number and size of existing signs on property.....

	Ground Sign	Sign on Building	Pole Sign
Horizontal Measurement			
Vertical Measurement			
Total area of sign, square feet			
Overall height of sign above grade			
Number of feet between bottom of sign and ground			
Illuminated			
Name of Street sign faces			
Street frontage of property—Number of feet			
Setback from property line—Number of feet			

Date of Application..... 19.....

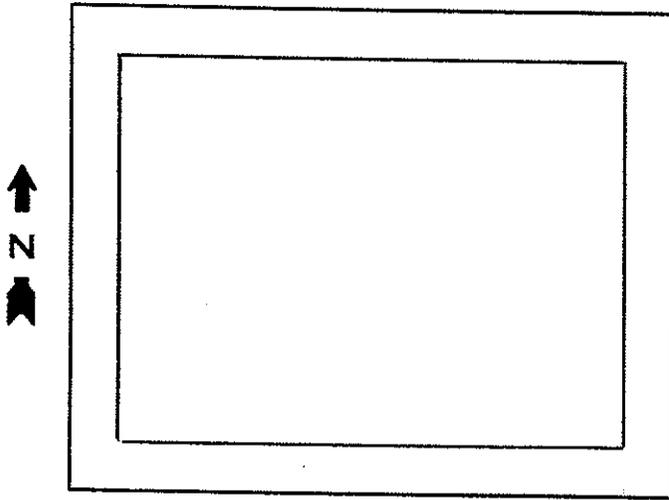
(See Over)

NO WORK IS TO BE STARTED UNTIL PERMIT HAS BEEN RECEIVED

NO APPLICATION WILL BE ACCEPTED UNLESS SKETCH OF SIGN INCLUDING WORDING APPEARING ON SAME IS GIVEN BELOW

Plot Plan showing all existing and proposed signs

Sketch of Sign with Wording



The undersigned, owner of the structure herein described, hereby agrees that any permit or approval hereafter issued upon this application be and the same is issued subject to the strict observance of the Building Zone Ordinance and all laws, ordinances and regulations enacted for the protection of the Village of Munsey Park. He further agrees to preserve and save harmless the Village of Munsey Park from any and all liability and damage and from all cost and expense for any by reason of any injury or damage to persons or property arising from or in any way connected with the erection of such sign or in the maintenance thereof.

.....  
Sign Owner

STATE OF NEW YORK }  
COUNTY OF NASSAU } ss.:

....., applicant, being duly sworn, deposes and says that he resides at....., that he is the owner of the structure herein described, that all the statements and representations herein made are true, and that he has obtained written consent and authority from....., who is the owner of the property upon which said structure is to be maintained, to erect and maintain said structure, which consent is shown below.

Sworn to before me this

..... day of....., 19

.....  
Notary Public

.....  
Sign Owner

By.....  
If Corporation, name and title of officer signing

The undersigned, owner of the property described in the foregoing application, hereby agrees that in the event said structure is erected or maintained in a manner contrary to the regulations prescribed, thus constituting a violation, the Building Inspector or his agents, following due notice to said owner at the address given below, may enter upon the property and remove said structure, and no proceedings against the Board of Trustees, Building Inspector or any Department or Agent of the Village of Munsey Park will be instituted therefor.

.....  
Property Owner

STATE OF NEW YORK }  
COUNTY OF NASSAU } ss.:

..... being duly sworn, deposes and says that he resides at..... that he is the owner in fee of the property described in the foregoing application, that he has read the particulars of said application and that he hereby consents to the erection and maintenance of the sign structure therein described in a manner approved by the Building Inspector and maintained at all times in a safe condition.

..... day of....., 19

.....  
Notary Public

.....  
Property Owner

By.....  
If Corporation, name and title of officer signing

**THIS APPLICATION, WHEN APPROVED BY THE BUILDING OFFICIAL, BECOMES YOUR PERMIT SUCH PERMIT IS NOT TRANSFERABLE**

INSPECTIONS	DATE	VIOLATIONS	DATE	DATE COR.

Remarks .....

Work commenced..... Date signed off.....

I hereby certify that the above report is true in every respect and that the work indicated has been done in the manner required except where reported adversely.

.....  
Inspector

## #2 Tree Removal Permit

This form has been updated and has been removed from this packet.

The new form is accessible on the Forms Library page of the Village Website at: <http://www.munseypark.org/forms>

If you have any questions, please contact Village Hall at 516-365-7790.



BASKETBALL HOOP POLICY

Basketball hoops and poles in a front yard require permission of the Board of Trustees.

Permission will be given automatically when they are attached to the front of the garage or when the pole is placed in the front of and next to the garage.

Should an impediment, such as a dormer window or glass window or glass window in the garage door, prevent such placement, then permission will be granted for placement on whatever side of the driveway which will tend to limit, because of distance, elevation, shrubbery or other similar condition, the likelihood of a basketball hitting a neighbor's home.

March, 1994

INCORPORATED VILLAGE OF MUNSEY PARK  
1777 NORTHERN BOULEVARD  
MANHASSET, NY 11030  
(516) 365-7790

#5

TO: RECORDS ACCESS OFFICER

I hereby apply to inspect the following record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ (Signature)	_____ (Print name)
_____ (Representing)	_____ (Address)
_____ (Date)	_____ (Phone #)

FOR AGENCY USE ONLY

Approved

Denied  (for reason or reasons checked below)

- Confidential disclosure
- Unwarranted invasion of personal privacy
- Record of which this agency is legal custodian cannot be found
- Record is not maintained by this agency
- Exempted by statute other than the Freedom of Information Act
- Other (specify) \_\_\_\_\_

_____ (Signature)	_____ (Title)	_____ (Date)
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NOTICE: You have a right to appeal a denial of this application to the Board of Trustees, Village of Munsey Park, 1777 Northern Boulevard, Manhasset, NY 11030. The Board of Trustees will notify you of their decision within ten (10) business days of receipt of your appeal.

I hereby appeal:

_____ (Signature)	_____ (Print name)	_____ (Date)
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**RESIDENTS GUIDELINES FOR PROPOSED ALTERATIONS TO AN EXISTING BUILDING**

An application for a Bldg. Permit for work on your home was recently filed. The following is an outline of the procedures and requirements to obtain a permit.

Applications involving a change to the exterior of a house are first reviewed by the Building Advisory Committee. Depending upon the scope of the project, the plans also may be reviewed by the Village's consulting architect. The Committee reviews the plans to insure that the architectural standards of the Protective Restrictions are maintained, and may require changes or modifications to the proposed design. Preliminary plans are recommended at this stage.

The Committee meets as needed on the 2nd Wednesday and 4th Tuesday of each month. An application requiring review must be submitted no later than the Wednesday preceding the scheduled meeting by 2:30 PM.

After approval of the design by the Building Advisory Committee, final construction drawings must be submitted to the Building Inspector indicating compliance with the applicable Zoning and Building Codes. Changes, modifications, clarification and/or additional documentation may be required from the architect to clearly demonstrate compliance with the applicable Code.

After approval by the Building Inspector, the plans are signed by the Building Advisory Committee, if applicable, Building Inspector and the Board of Trustees. Prior to issuing the permit, the contractor for the project must submit a Certificate of Workers Compensation, Liability and Disability Insurance & Nassau County Home Improvement License. Work must commence within 6 months of the permit date and be completed within one year or as indicated on the permit.

During construction various inspections by the Building Inspector are required to insure that the work is performed in accordance with the Code and in a safe and workmanlike manner. These are arranged through the Village Hall and, typically, include inspection of:

- a) excavation for foundations; cesspools and drywells prior to installation
- b) footings and foundations; cesspools and drywells prior to backfilling; underground piping for plumbing; electrical work
- c) rough framing
- d) rough and final plumbing
- e) installation of plaster and sheetrock

Construction work hours are limited to Monday through Saturday, the hours between 8:00 AM and 6:00 PM. No work may be performed on **SUNDAYS**. Dumpsters are not permitted to be placed in the street at any time. Submission of a final survey and/or electrical Fire Underwriters Certificate are required before a Certificate of Occupancy or Letter of Completion can be issued.

The Bldg. Inspector is available for consultation on Fridays between 8:00 and 11:00 AM and on the 2nd Wednesday and 4th Tuesday of each month between 6:00 and 8:00 PM.

12/08

## BUILDING ADVISORY COMMITTEE GUIDELINES

### APPLICATIONS AFFECTED

All applications which involve a change to the exterior appearance of any building located within the Village must be reviewed and approved by the Building Advisory Committee and, depending on the scope of the work, the Village's Consulting Architect.

Changes to the exterior appearance include, but are not limited to, additions, dormers, replacement of windows, siding, porticos, etc.

### MEETING SCHEDULE

The Committee meets, as needed, on the second Wednesday and fourth Tuesday of each month. All applications requiring review must be submitted no later than 2:30 P.M. of the Wednesday preceding the scheduled meeting. Late applications will be reviewed at a later date.

### SUBMISSION REQUIREMENTS

In order to properly evaluate an application the Committee requires that the following information be provided as minimal requirements:

#### 1. PLANS

- A. A site plan accurately drawn at a scale not less than 1" = 20', indicating the size and configuration of the property; location and size of all existing and proposed structures; and their setbacks from the property lines.
- B. Architectural floor plans accurately drawn at a scale of not less than 1/4" = 1'0", indicating the COMPLETE layout of the ENTIRE floor that will be affected by the new work. The new work should be properly presented so that it is clearly identified, and its subsequent effect on the existing conditions incorporated on the floor plan. PARTIAL PLANS WILL NOT BE ACCEPTED.
- C. Exterior elevations (views) accurately drawn at a scale not less than 1/4" = 1'0", which clearly show each view of the ENTIRE existing structure and existing finishes, profiles, etc., and the proposed new work clearly identified to distinguish it from the existing conditions. PARTIAL ELEVATIONS WILL NOT BE ACCEPTED.
- D. Sections drawn at a scale not less than 1/4" = 1'0" through the new and proposed structure to accurately indicate the relations of the height and alignment of the various construction elements.
- E. Sufficient documentation (e.g. catalog pictures) of important ready-made elements, such as front doors, decorative windows, grillwork etc.

2. PHOTOGRAPHS

- A. One (1) set of photographs which show the COMPLETE view of each of the existing facades of the building must be submitted.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

It is recommended that Plans submitted for Building Advisory Committee review be "preliminary" type drawings since changes and/or modifications may be required.

**EIGHT (8) SETS OF PLANS ARE REQUIRED.**

TYPICAL REVIEW REQUIREMENTS

In order to insure that the high architectural standards of the Protective Restrictions are maintained, the committee typically requires that.....

1. The general appearance of the new work is aesthetically compatible with the architectural details, lines and mass of the existing house.
2. New windows are the same architectural style and proportionate to the existing windows and provided with muntins.
3. The proposed roof lines are compatible in shape, slope and alignment with existing roof lines.
4. The siding, moldings, fascias, eaves, shutters, stone, brick etc. being proposed must match the existing materials.

The Committee meets twice a month, and depending upon the completeness and quality of the submission --- it may be necessary to resubmit one or more times. In such cases, the process can become prolonged. We mention this possibility to encourage applicants to present complete plans and applications well in advance of the anticipated start of construction.

The Committee is composed of unpaid volunteers whose objective is to expedite approvals while also preserving the high architectural standards that make Munsey Park an attractive place to live.

Office Use Only	
Publication date	—
Mailing of Notice	—
1st Hearing date	—
2nd Hearing date	—

INCORPORATED VILLAGE OF MUNSEY PARK  
 1777 NORTHERN BOULEVARD  
 MANHASSET, N. Y. 11030

Office Use Only	
Date Received	—
Date Accepted	—
Fees Paid	— \$

<b>BD. APPEALS</b>	<input type="checkbox"/>
VARIANCE REQUEST	<input type="checkbox"/>
SPECIAL EXCEPTION	<input type="checkbox"/>
SPECIAL USE PERMIT (Conditional Uses)	<input type="checkbox"/>
IRREGULAR LOT	<input type="checkbox"/>
SIGN PERMIT	<input type="checkbox"/>
APPEAL FROM ADMIN. ORDER	<input type="checkbox"/>
NON-CONFORMING USE	<input type="checkbox"/>
RENEW VARIANCE OR PERMIT	<input type="checkbox"/>
PLANNED PARKING AREA	<input type="checkbox"/>
Other .....	<input type="checkbox"/>

<b>BD. TRUSTEES</b>	<input type="checkbox"/>
PUBLIC UTILITY USE	<input type="checkbox"/>
SPECIAL USE	<input type="checkbox"/>
SPECIAL EXCEPTION	<input type="checkbox"/>
CHANGE OF ZONING	<input type="checkbox"/>
EXCAVATION PERMIT	<input type="checkbox"/>
Other .....	<input type="checkbox"/>

<b>PLANNING BD.</b>	<input type="checkbox"/>
SUBDIVISION OR PARTITIONING:	
PRELIMINARY	<input type="checkbox"/>
FINAL	<input type="checkbox"/>
SITE-PLAN APPROVAL	<input type="checkbox"/>
SANITARY FACILITIES APPROVAL	<input type="checkbox"/>
Other .....	<input type="checkbox"/>

- NAME AND ADDRESS OF OWNER OF LAND:  
 \_\_\_\_\_
- DESCRIPTION OF PROPERTY AND LOCATION:  
 TOTAL ACREAGE      SECTION      BLOCK      LOT      BOUNDED BY OR ABUTTING WHAT STREETS  
 \_\_\_\_\_
- WHEN WAS PROPERTY ACQUIRED BY OWNER:  
 \_\_\_\_\_
- HOW IS PROPERTY PRESENTLY USED:  
 \_\_\_\_\_
- SPECIFIC PARAGRAPH (OR SECTION) OF THE ORDINANCE INVOLVED IN THIS PROCEEDING:  
 \_\_\_\_\_

DISPOSITION: GRANTED  DENIED  SEE MINUTES OR ORDER DATED: \_\_\_\_\_ APPLICATION ABANDONED

6. DESCRIPTION OF PROBLEM OR REASONS FOR THIS APPLICATION: (ADD ADDITIONAL SHEETS IF REQUIRED)

#7

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7. LIST ALL ADDITIONAL DOCUMENTATION BEING SUBMITTED IN SUPPORT OF THIS APPLICATION:

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**8. AFFIDAVIT OF PROPERTY OWNER**

STATE OF NEW YORK:  
COUNTY OF NASSAU:

..... being duly sworn deposes and says:  
that he resides at .....

in the State of New York; that he is the owner in fee of all that certain lot, piece or parcel of land identified above, being entirely within the VILLAGE OF MUNSEY PARK ; that all statements made in this Application and all supplementary documentation are true and complete to Deponent's own knowledge, and he hereby authorizes .....

..... with address at ..... as his agent to make and affirm the preceding application and to enter into agreements with respect to the subject property; all of which acts will be done in Deponent's name and he undertakes to be bound by any and all such agreements as if made by himself.

Sworn to before me  
this ..... day of .....

Notary Public

**AFFIDAVIT OF APPLICANT**

STATE OF NEW YORK:  
COUNTY OF NASSAU:

..... being duly sworn, deposes  
and says: That he resides at .....

..... and that he is authorized  
by the owner to make the above application and that all the statements made in this and all supplementary documentation are true to Deponent's own knowledge.

Sworn to before me

this ..... day of .....

Notary Public

INCORPORATED VILLAGE OF MIUNSEY PARK  
1777 Northern Boulevard  
Manhasset, New York 11030  
516-365-7790

Date:

Application #

RE: Board of Appeals

Name

Address

This is to certify that I have verified the zoning requirements for the above referenced application and that except for the section of the code being appealed, the application complies in all respects with the Village Code and all other permanent laws, rules, and regulations.

Issues for which a variance is being filed:

Section \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
Signature

Sworn to before me  
this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public

**BOARD OF APPEALS  
INSTRUCTIONS**

FILING FEE: \$250.00 Residence A & B Districts; \$350.00 Business District.  
Plus a \$500.00 deposit for fees to start. Will bill if additional is needed and  
refund balance of what is not use.

**SUBMIT TEN (10) COPIES OF EACH ITEM MAKING UP THE APPLICATION**

Incomplete applications may not be accepted. ALL pertinent facts must be submitted as part of the written record prior to the scheduling of any hearing or meeting. A separate application must be prepared for each project, building or appeal even though several matters may be submitted at one time. In such cases consult the Village Clerk or Building Official for applicable fees and deposits.

**SUMMARY DESCRIPTION (Item 6)**

The "Description" should be completed and cover all essential points. Applicant should not rely upon an oral presentation but should create a complete written record, not only to define the problem but to advance compelling reasons why the application should be granted.

**SUPPLEMENTARY DOCUMENTATION: (Item 7)**

List everything submitted to the Board in support of the application, whether the material accompanies the application or not. Letters, affidavits, depositions, petitions, drawings, maps, photographs, plans should all be listed and identified by date, revision letter or number or other identifying mark or symbol.

**REQUIRED SUPPLEMENTARY DOCUMENTATION:**

Except for an application for issuance of a sign permit or for an appeal from an administrative order, the following represents the minimum information which should be submitted. It is the applicant's responsibility to determine what additional data will be needed to enable the appropriate Board to process the application. See the following drawing submission list for additional details.

Survey of entire property involved in the application to a suitable scale and showing all existing structures, access roads and accessory uses, such as swimming pools, tennis courts, etc. All property dimensions, including total acreage and dimensional locations for all features on the survey must be shown.

Drawings, sketches, photographs or other documentation which will adequately define the new or added features which the applicant seeks to place on the property. Except in the simplest cases, word descriptions will not be sufficient to define the new features.

#### AFFIDAVITS: (Item 8)

Where the owner is making and prosecuting the application himself, use only the 'Owner's' Affidavit. If an agent, attorney, contract vendee, architect, engineer, builder or any other person is making the application, both affidavits must be used, signed, and notarized. In addition, a 'Disclosure' Affidavit, as required by the §809 of the General Municipal Law of the State of New York must be filed with the application.

If the applicant is a corporation, a separate affidavit must be submitted, identical in form to that given for an individual owner except that the person making the affidavit shall additionally be identified by his corporate office, and shall indicate his authorization by the Board of Directors to make the application.

#### DRAWING SUBMISSION FOR BOARD OF APPEALS

All applications requesting a variance under §Z308-3 of the Village of Munsey Park Zoning Ordinance shall be accompanied by the following minimal drawings:

1. A survey of the subject property
2. A radius diagram which shows all adjoining properties located within a 200' radius, measured from each corner of the subject premises, indication the section, block and lot numbers and owners names of each of the properties located within the affected area.
3. A plot plan drawn at a scale no smaller than 1" = 20' showing the existing and proposed conditions with all buildings and setbacks properly dimensioned.
4. Preliminary floor plans drawn at a scale no smaller than 1/8" = 1'-0" indicating the existing and proposed conditions.

5. Exterior elevations drawn at a scale no smaller than 1/8" – 1'0" indicating the existing and proposed conditions.
6. A cross section through the proposed construction indicating the heights, elevations, roof slopes, etc., drawn at a scale no smaller than 1/8" = 1'0".
7. Any other drawings which the applicant, or members of the Board of Appeals, may feel necessary to accurately describe the work and its affect on the adjoining properties.

All drawings shall be submitted on 8 1/2" X 11", 8 1/2" X 14, or 11" X 17" paper. Larger sheets may not be accepted.

**OWNER IS RESPONSIBLE FOR ALL EXPENSES THAT MAY OCCUR FOR THIS APPEAL.**