

# INCORPORATED VILLAGE OF MASTIC BEACH

## CERTIFICATE OF EXISTING USE

Certificates of Existing Use are issued for structures for which there are NO RECORD at the Town of Brookhaven.

### THE FOLLOWING IS REQUIRED:

1. Application for Certificate of Existing Use.
2. Owner's Affidavit...completed, signed by owner(s) only and notarized.
3. Smoke Affidavit...completed, signed by owner(s) and notarized.
4. Copy of Tax Bill.
5. Disclosure Affidavit...completed and signed by owner(s) only.
6. Copies of all other Certificates of Occupancy and/or Building Permits.
7. One (1) original updated survey, this means the survey will show everything that is on the property as of today. Photocopies will NOT be accepted.
8. If owner is deceased – a copy of the Letters Testamentary is required.
9. Proof that the structure(s) existed prior to the relevant date below.
10. Photographs of all sides of all structures on the property.

**SINGLE FAMILY DWELLING:** You may apply for this certificate by submitting legal proof that the structure was constructed prior to June 30, 1959. .

**TWO FAMILY DWELLING:** This certificate requires approval from the Board of Zoning Appeals. This office will provide you with the applicable date for the legal proof requirement.

**COMMERCIAL BUILDING:** You may apply for this certificate by submitting legal proof that the premises were improved prior to 1959. This certificate also requires a variance from the Board of Zoning Appeals.

### **PROOF MAY BE ONE OR MORE OF THE FOLLOWING: - PROOF MUST BE CONCLUSIVE.**

- A) Certified Tax Search showing the buildings only being assessed on the property prior to applicable date(s) as stated above.
- B) Original survey dated prior to the applicable date(s) as stated above.
- C) Original New York Board of Fire Underwriters Certificate prior to the applicable date as stated above. (Buildings only)
- D) Other proof (i.e. Certificate of Occupancy for an addition to the structure; deed that specifically identifies the buildings on the property; newspaper articles; developer dated photographs) – all dated prior to the applicable date and approved by the Village of Mastic Beach.

Residential fee is \$110.00. Commercial fee is \$165.00. Fees are payable to the Incorporated Village of Mastic Beach by money order, check, or cash payment in person. Applications are accepted between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

**Department of Building and Fire Prevention**  
P.O. Box 521, 427 Neighborhood Road, Mastic Beach, NY 11951  
Phone 631-772-4368 • Fax 631-772-2432

# Incorporated Village of Mastic Beach

## Certificate of Existing Use Application

Application Date: \_\_\_\_\_

Building/House Number \_\_\_\_ N S E W side of \_\_\_\_\_

Distance \_\_\_\_\_ N S E W of \_\_\_\_\_

Hamlet \_\_\_\_\_, State of New York.

Filed Map Name \_\_\_\_\_ Section/Block \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Suffolk County Tax Map Numbers: \_\_\_\_\_

The Certificate of Existing Use is requested for the following structures:

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

Remarks: \_\_\_\_\_

\_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

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### Office Use Only

Researched by \_\_\_\_\_

Certificates found: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zone \_\_\_\_\_

Single & Separate \_\_\_\_\_



## VILLAGE OF MASTIC BEACH TRANSACTIONAL DISCLOSURE FORM (Conflict of Interest Form)

A Transactional Disclosure form is required when someone submits certain applications to the Village of Mastic Beach. The purpose of the disclosure is to alert the Village if a party of influence has an interest in this application or if someone within the Village who will participate in the decision has an interest. This Disclosure Form must be NOTARIZED.

**\*Note:** It is required that a copy of this form be sent to the Director of the Board of Ethics.

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

This form is for:

An individual      A partnership  
A corporation      An association

### Nature of Application:

Tax Grievance for non-residential parcel  
Amendment  
Approval of Plat  
License or Permit affecting real property

Variance  
Change of Zone  
Exemption from Plat or Official Map  
Bidding on contract(s)

Affected parcel (address) \_\_\_\_\_

Does any officer or employee of the Village of Mastic Beach, member of an executive committee of a political party, or his/her spouse, brother, sister, parent, child, grandchild or spouse of any of them, have an interest in this application by virtue of being the actual applicant, being the owner of the actual property or having an interest in the corporation, partnership or association making such application?      Yes \_\_\_\_ No \_\_\_\_

If Yes, complete the appropriate section below.  
If No, sign and date at end of form.

Please complete the following relevant section below:

### For individual:

Interested Party:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**FOR CORPORATION:**

Interested Party:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Relationship to Public Officer/Employee and Title, if other than Self: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Is the owner of greater than five percent (5%) of the corporate stock of the application when the applicant is a corporation whose stock is publicly traded.

Yes \_\_\_ No \_\_\_ The actual applicant,

Yes \_\_\_ No \_\_\_ An Officer, Director, Partner, or Employee of the applicant, or

Yes \_\_\_ No \_\_\_ Legally or beneficially owns or controls any stock of a non-publicly traded corporate applicant or is a member of a partnership or association of the applicant.

**For partnership or association:**

Interested Party:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Relationship to Public Officer/Employee and Title, if other than Self: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Does the owner hold greater than five percent (5%) interest of publicly traded shares?

Yes \_\_\_ No \_\_\_ The actual applicant,

Yes \_\_\_ No \_\_\_ An Officer, Director, Partner, or Employee of the applicant, or

Yes \_\_\_ No \_\_\_ Legally or beneficially owns or controls any stock of a non-publicly traded corporate applicant or is a member of a partnership or association of the applicant.

**ALL APPLICANTS PLEASE FILL OUT BELOW:**

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Personally appeared before me the above named \_\_\_\_\_ personally known to me, who being duly sworn, deposes and says that he/she executed the above instrument and that the statement and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

