



Date: \_\_\_\_\_ Case No: \_\_\_\_\_

Fee: \_\_\_\_\_ Date Filed: \_\_\_\_\_

**ZONING BOARD OF APPEALS APPLICATION**

Appellant: \_\_\_\_\_

Address: \_\_\_\_\_

Address of subject property (if different): \_\_\_\_\_

**TO THE CHAIRMAN, ZONING BOARD OF APPEALS;** An appeal is hereby taken from the decision of the Building Inspector \_\_\_\_\_.

Application is hereby made for the following:

\_\_\_\_\_ Variation - OR -

\_\_\_\_\_ Interpretation of Section \_\_\_\_\_ of the Code of the Village/Town of Mastic Beach

to permit the: \_\_\_\_\_ Erection; \_\_\_\_\_ Alteration; \_\_\_\_\_ Conversion; \_\_\_\_\_ Maintenance of \_\_\_\_\_

\_\_\_\_\_ in accordance with plans filed on

\_\_\_\_\_ for Property ID# \_\_\_\_\_ location in the \_\_\_\_\_ Zoning District.

The subject premises is situated on the \_\_\_\_\_ side of \_\_\_\_\_ in the

Village of Mastic Beach.

Does property face on two different public streets? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give both street names: \_\_\_\_\_

Type of Variance sought: \_\_\_\_\_ Use \_\_\_\_\_ Area

Is the appellant before the Planning Board of the Village of Mastic Beach with regard to this property?

\_\_\_\_\_ Yes \_\_\_\_\_ No



Is there an approved site plan for this property? \_\_\_\_ Yes \_\_\_\_ No

If yes, is it in connection with a \_\_\_\_ Proposed or \_\_\_\_ Existing building; erected (year) \_\_\_\_\_

Size of Lot: \_\_\_\_\_ feet wide X \_\_\_\_\_ feet deep; Total Area: \_\_\_\_\_

Size of Building at street level: \_\_\_\_\_ feet wide X \_\_\_\_\_ feet deep

Height of building: \_\_\_\_\_ Present use of building: \_\_\_\_\_

Does this building contain a nonconforming use? \_\_\_\_ Yes \_\_\_\_ No

If yes, please identify and explain: \_\_\_\_\_

\_\_\_\_\_

Is this building classified as a non-complying use? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please identify and explain: \_\_\_\_\_

\_\_\_\_\_

Has any previous application or appeal been filed with this Board for these premises? \_\_\_\_ Yes \_\_\_\_ No

Was a variance ever granted for this property? \_\_\_\_ Yes \_\_\_\_ No

If yes, please identify and explain: \_\_\_\_\_

\_\_\_\_\_

Are there any violations pending against this property? \_\_\_\_ Yes \_\_\_\_ No

If yes, please identify and explain: \_\_\_\_\_

\_\_\_\_\_

Has a Work Stop Order or Appearance Ticket been served relative to this matter? \_\_\_\_ Yes \_\_\_\_ No

If yes, please give date of issuance: \_\_\_\_\_

Have you inquired of the Village Clerk whether there is a petition pending to change the subject zoning district or regulations? \_\_\_\_ Yes \_\_\_\_ No



I submit the following attached documents, drawings, photographs and any other items listed as evidence and support and to be part of this application:

The following items **MUST** be submitted:

- a. Attached hereto is a copy of the order or decision issued by the Building Inspector or duly authorized administrative official issued on \_\_\_\_\_ upon which this application is based.
- b. Copy of notice to the administrative official that I have appealed, setting forth the grounds of appeal and have requested the application to be scheduled for a public hearing.
- c. A typewritten statement of the principal points (facts and circumstances) on which I base my application with a description of the proposed work.
- d. Ten (10) sets of site plans, plat or as-built survey drawings professionally signed and sealed (as may be required).
- e. A block diagram with street names, block and lot numbers, and street frontage showing all property affected within 200' radius from the subject property, with a North point of the compass indicated.
- f. A full list of names and addresses of the owners of all property shown on the above noted block diagram that lie within or tangent to the 200' radius from the subject property.
- g. A copy of the Public Notice for the public hearing of this application.
- h. A sworn affidavit duly notarized that a true copy of said Public Notice has been sent by certified mail return receipt to all property owners within 200 feet of this premises at least 10 days prior to the public hearing.

**NOTE: APPLICANT MUST CAUSE A TRUE COPY OF THE PUBLIC NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE VILLAGE AT LEAST 15 DAYS PRIOR TO THE PUBLIC HEARING.**

- i. A true copy of the filed deed and/or signed lease or contract for the use of this subject property.
- \*j. At least two sets of unmounted photographs, 4" X 6" in size, showing actual conditions on both sides of the street, between intersecting streets. Print street names and mark premises in question.
- \*k. A floor plan of the subject building with all the necessary measurements.
- \*l. A longitudinal section of the subject building and heights marked thereon with front elevations.
- \*Optional – As needed

369 Neighborhood Road  
Mastic Beach, NY 11951  
(631)281-2326 (631)772-2432 FAX



Notary Public

STATE OF NEW YORK )

COUNTY OF SUFFOLK )

I hereby depose & say that all the above statements and the statements contained in the papers submitted herewith are true.

\_\_\_\_\_

Appellant to sign here

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

Notary Public, \_\_\_\_\_, County NY

\_\_\_\_\_



AFFIDAVIT OF MAILING

STATE OF NEW YORK }

} SS:

COUNTY OF SUFFOLK }

\_\_\_\_\_ being duly sworn, deposes and says:

I reside at \_\_\_\_\_

On \_\_\_\_\_ 20\_\_\_\_\_ I served a notice of hearing, a copy of which is annexed hereto and marked Exhibit A, upon persons whose names are listed in a schedule of property owners within 200 feet of the subject property identified in this notice. A copy of this schedule of property owners' names is annexed hereto as Exhibit B. I deposited a true copy of such notice in a registered postpaid property addressed wrapper addressed to the addresses set forth in Exhibit B, in a post office or official depository under the exclusive care and custody of the United States Post Office, within the County of Suffolk.

\_\_\_\_\_

Signature

Sworn to before me on this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_

Notary Public