



ZONING BOARD OF APPEALS VARIANCE APPLICATION INSTRUCTIONS

Dear Applicant:

Welcome to the Zoning Board of Appeals for the Village of West Hampton Dunes! In order to ensure that your application process goes as smoothly as possible, the following requirements are need to be completed before a *Zoning Hearing can be scheduled;

****You must have completed a Building Permit Application and have been denied****

- _____ 1. Two (2) Originals; and eight (8) copies of the completed Application (attached) with a copy of denial for building permit;
- _____ 2. Environmental Assessment Form (EAF) with Part I (only) completed, ten (10) copies. Please remember to sign the EAF existing conditions
- _____ 3. Current accurate survey, by a NYS licensed surveyor, reflecting the proposed changes, ten (10) copies;
- _____ 4. Certificate of Occupancy - ten (10) copies;
- _____ 5. Written consent statement of the owner (if the application is not the applicant);
- _____ 6. New York State Department of Environmental Conservation (NYSDEC) determination or "no jurisdiction letter" (if within 300 feet of tidal waters); No DEC permit needed on ocean side;
- _____ 7. The Applicant will notify all contiguous and abutting property owners by Certified Mail with a Return Receipt. Receipts are to be received in the Village Office at least five (5) days prior to scheduled hearing.
- _____ 8. Application fee of Five Hundred (\$500.00) payable to "Village of West Hampton Dunes"
- _____ 9. Fee per variance Three Hundred (\$300.00) payable to "Village of West Hampton Dunes"

AFTER WE RECEIVE YOUR COMPLETE APPLICATION

After receiving the completed application package, it is reviewed by Village Staff and the Zoning Board of Appeals. The Zoning Chairman then schedules and holds a hearing, and an Environmental Review is conducted by the village. A decision is then rendered by the Zoning Board of Appeals.

P.S. Pursuant to General Municipal Law Section 239-m, the Zoning Board of Appeals is required to submit the application to the Suffolk County Department of Planning, who then has forty five (45) days from the date of receipt, to render an advisory decision before the Zoning Board can make a final decision.



**ZONING BOARD OF APPEALS
VARIANCE APPLICATION**

Date: _____, 20____

Mail to: Zoning Board of Appeals
Village of West Hampton Dunes
PO Box 728
Westhampton Beach, NY 11978

I (we) _____
(Name of Applicant)

of _____
(Complete mailing address)

owner(s) of premises located at _____
(Location of premises)

bearing Suffolk County Tax Map Number: _____
District Section Block

Lot

Apply for: (check one or more)

- _____ Area Variance
- _____ Use Variance
- _____ Interpretation of the Zoning Ordinance
- _____ Special Use Permit
- _____ Variance of Sign Ordinance
- _____ Variance of Group Rental Ordinance

Applicable provisions of the Zoning Ordinance from which variance relief is sought are:

Article:	Section:	Subsection:
Article:	Section:	Subsection:
Article:	Section:	Subsection:
Article:	Section:	Subsection:

Has a prior variance or special use permit or interpretation ever been applied for on this property? yes _____ no _____

If yes, on what date? _____

Phone: (631) 288-6571 - Fax: (631) 288-5240
Email: clerk@whdunes.org
Village Website: whdunes.org

State in factual terms the exact manner in which applicant seeks relief from the ZBA:

Specify the practical difficulty or hardship:

Describe any circumstances supporting this application:

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CERTIFICATION

_____ states as follows:

(Applicant's Name)

1. I am interested in an application for a variance or special use permit now pending before the Village of West Hampton Dunes Zoning Board of Appeals.
2. I reside at: _____
3. The nature of my interest in the aforesaid application is as follows:

4. If applicant or owner is a corporation, list officers:

President: _____	Vice President: _____
Secretary: _____	Treasurer: _____
5. Do any of the following individuals have an interest as defined below, in the owner or applicant:
 - a. Any New York State officer, or
 - b. Any officer or employee of West Hampton Dunes, Southampton Town or Suffolk County.

For purposes of this disclosure, an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

- a. is the applicant or owner or
- b. is an officer, director, partner, or employee of the applicant or owner, or
- c. legally or beneficially owns or controls stock of a corporate applicant or
- d. owner, or
- e. is a party to an agreement with such an applicant or owner, express or implied whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application.

Any person who knowingly and intentionally fails to make such disclosure shall be guilty of misdemeanor as provided in General Municipal Law 809.

If yes to any of the above in question 5, state the resident and nature and extent of the interest of such individual:

(Name and residence)

(Extent of interest)

To ensure that there is no delay in processing, please be sure that the application is complete and submitted with all of the necessary papers. The Zoning Board of Appeals reserves the right to request additional documentation and drawings, and to condition relief on the filling of covenants and restrictions with the Suffolk County Clerk.

(Applicant's Signature)

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

Notary Public