

VILLAGE OF BRIGHTWATERS

BOARD OF APPEALS APPLICATION

1. Applicant's Name _____

2. Address _____

3. Applicant's representative (if any) _____

Address _____ Telephone No. _____

4. Request: Relaxation of building code requirement _____

5. Location of property _____

County Tax No. _____ Block _____ Lot _____

6. Property Owner (if other than applicant) _____

7. Other persons with financial interest in property _____

8. REASONS FOR REQUEST

Signature of Applicant _____ Date _____

Sworn to before me this _____ day of _____ 20 _____

Notary

ZBA FEE \$200.00 DATE PAID:
& NOTICE TO SUFFOLK COUNTY PLANNER

GEN.REC. #:

VILLAGE OF BRIGHTWATERS

PROCEDURE FOR RELAXATION OF BUILDING CODE REQUIREMENTS (REQUEST FOR VARIANCE)

1. Building Permit applications with necessary papers must be submitted to the Building Inspector for denial.
2. Building Inspector advises by letter of denial.
3. Applicant requests application for variance, completes and returns with all necessary documents and check payable to Village of Brightwaters in the amount of \$200.00 filing fee and any expenses incurred for obtaining transcript of proceedings.
4. Board of Appeals hearing date is set and a copy of publication of "Board of Appeals Hearing" will be sent to all residents within 200 feet of property.
5. Board of Appeals holds Public Hearing.
6. Applicant is notified of Board action.

IF DENIED: The same application will not be accepted by the Village for a period of one year from date of previous filing.

IF GRANTED: You will receive a letter from the Clerk of Board of Appeals and the original building permit application will be forwarded to Vincent Clancy, Building Inspector, for application fees, if any, and you will be notified when it is ready to be picked up at the Village Office.

THE FOLLOWING MATERIAL MUST BE ATTACHED TO THE APPLICATION BEFORE IT IS ACCEPTED FOR A FILING DATE.

1. Page 1 and 2 must be completely filled out and notarized.
2. Deed to property effected or contract of sale.
3. Property SURVEY (6 copies) must contain:
 - a. Property lines with dimensions and area of property
 - b. Location and size of existing structures (if any) and natural features
 - c. Names of adjoining streets and use of adjoining properties.
 - d. North arrow, scale and name of petitioner (on a sheet larger than 8 ½ x 11)
4. Property SURVEY (6 copies) indicating proposed construction, fence, etc.
5. List of all property owners with current addresses within 200 feet of subject property, including tax map #0501- with section, block and lot.
6. A plain, legal sized, stamped envelope (without a return address) addressed to:
 - a. The applicant's name
 - b. Each adjoining property owner on list
 - c. Attorney (if involved)
7. Six (6) sets of building plans to have architect's original seal and signature on all 6 copies.
8. Six (6) photographs of effected area with your name and address printed on the front of each.
9. Check payable to Village of Brightwaters, in the amount of \$200.00.

