

# 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. (See fees)
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 the Board of appeals and the original building permit application will be forwarded to Building Inspector, Robert O'Shea for application fees

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 rea of property.
  - b. Location and size of existing structurers (if any) and natural features
  - c. Names of adjoining streets and use of adjoin properties.
  - d. North arrow, scale and name of petitioner
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 # (section, block & 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) Architect
7. Six (6) sets of building plans with architect's original seal & signature on all 6 copies
8. Six (6) copies of photographs of effected area with name & address printed on front
9. Check Payable to Village of Brightwaters. (See Fee schedule attached).

**NOTICE:** If a variance is granted, you must obtain a building permit within one year, start physical construction within one year of permit date, and complete job and obtain CO within two years of permit date.

# Zoning Board of Appeals Fee

## Single Family Residential

|                                  |  |
|----------------------------------|--|
| Use Variance                     | \$1,000.00   |
| Area Variance (up to 2 requests) | \$ 300.00  |
| Each Additional Request          | \$ 100.00  |
| Interpretation                   | \$ 750.00  |
| Rehearing (after 60 days)        | \$ same as original fee<br>May be waived at the Board's discretion |
| Extension of Approval (6 months) | \$ 200.00  |
| All Other Requests               | \$ 300.00  |
| Application to Legalize          | Double the fee(s) listed above                                     |

## All Others

|                                  |   |
|----------------------------------|---|
| Use Variance                     | \$2,000.00  |
| Area Variance (up to 2 requests) | \$ 600.00   |
| Each Additional Request          | \$ 200.00   |
| Interpretation                   | \$1,500.00  |
| Rehearing (after 60 days)        | same as original fee<br>May be waived at the Board's discretion |
| Extension of Approval (6 months) | \$ 200.00   |
| All Other Requests               | \$ 600.00   |
| Application to Legalize          | Double the fee(s) listed above                                  |

