

Date: _____

Village of Lawrence
196 Central Ave
Lawrence, NY 11559
516-239-4600
Board of Zoning Appeals Application

Owner Information

Name: _____

Address of property applying for the variance: _____

Telephone #: _____ Email address: _____

Mailing address if different: _____

Architect / Attorney Information

Name: _____ Telephone #: _____

Address: _____

Email address: _____

Variance Applicant Fee \$2,000 (Non-refundable)

Building going for a Variance

- Occupancy: One Family Dwelling Accessory Structure Pool Commercial
 New Work
 Repairs

Reason for Variance

- Building Coverage Surface Coverage Building Height
 Height Setback Ratio Accessory Structure Setback Setbacks

THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT BY THE DEADLINE SET BY THE BUILDING DEPARTMENT:

1. One (1) Original & eight (8) copies of the typewritten **PETITION** signed by the homeowner to include:
 - a. Descriptions of property, address, section, block and lot numbers and state any improvements to the property.
 - b. State the request being made in the building now being appealed.
 - c. State whether previous applications have been made for the same, similar or other relief.
 - d. State the section(s) of the Building Zone Ordinance from which relief is sought.
 - e. State the basis for granting such relief, i.e.: practical difficulty.

- f. The petition should contain all evidentiary materials and or any additional information pertinent to the application.
2. One (1) original & eight (8) copies of the **AFFIDAVIT** signed by the homeowner and notarized.
 3. In the event that the homeowner or his attorney will not be appearing before the Board of Zoning Appeals, One (1) original and eight (8) copies of the “**NOTICE OF APPEARANCE**” must be submitted by the Architect, Engineer or Contractor.
 4. Nine (9) copies of the Building Department **DENIAL LETTER**.
 5. Nine (9) copies of a **CURRENT SURVEY** of the property showing all improvements.
 6. Nine (9) copies **ELEVATION DRAWINGS** of the proposed construction with floor plans.
 7. Nine (9) copies of a PLOT PLAN indicating the proposed changes.
 8. Nine (9) copies of the **THREE (3) INCH STORM WATER RETAINAGE DESIGN** must include **SOIL BORINGS** for the site to support drainage system design.
 9. Nine (9) copies of the Village completed “**CODE RELIEF DESCRIPTION FORM**”.
 10. Nine (9) copies of **PHOTOGRAPHS** including but not limited to **FRONT, REAR** and **SIDE ELEVATIONS**.
 11. Nine (9) copies of the completed **SEQRA FORM**.
 12. Nine (9) copies of the **300 FOOT RADIUS MAP** of the subject property and Nine (9) copies of the list of **NAMES** and **ADDRESSES** of the properties shown on the radius map.
 13. One (1) original and eight (8) copies of **PROOF OF SERVICE**.
 - a. All applicants are required to serve legal notice accompanied by a letter describing what a variance is and that they can attend the meeting to discuss the application to all property owners within a **300 foot radius** of the subject property. (*A copy of the legal notice will be available to the applicant 3 weeks prior to the hearing date at the Village Hall, Lawrence.*)
 - b. All notices are to be mailed first class and post marked a minimum of **14 days prior** to the Board of Zoning Appeals hearing date for the appeal in question.
 - c. Applicant must submit the original **AFFIDAVIT OF SERVING NOTICE** to the Village of Lawrence **10 days prior** to the hearing date.
 14. Nine (9) copies of **CURRENT** and **PROPOSED STREET VIEWS** of neighboring homes of applicant.
 15. Nine (9) copies of **CURRENT** and **PROPOSED HEIGHT SETBACK RATIO SKYPLAN/ELEVATION**.
 16. Nine (9) copies of **CURRENT** and **PROPOSED** side, front and rear **SHADOW ELEVATIONS**.
 17. One (1) CD with all above information (*to be entered on our system electronically*).

CODE RELIEF

CATEGORY	PERMITTED	EXISTING	PROPOSED	OVERAGE (+%)
<u>Pervious Surface Coverage</u>				
<u>Impervious Surface Coverage</u>				

**Section 212-12.1 Surface coverage*

*Village of Lawrence
196 Central Ave
Lawrence, NY 11559*

NOTICE OF APPEARANCE

TO THE BOARD OF APPEALS:

YOU ARE HEREBY NOTIFIED THAT I, _____
(Name)

APPEAR FOR _____, THE

APPLICANT BEFORE THE BOARD OF ZONING APPEALS.

DATED:

_____ DAY OF _____, 20__

(Signature)

(Address)

(Telephone Number)

*Village of Lawrence
196 Central Ave
Lawrence, NY 11559*

HOMEOWNER AFFIDAVIT

STATE OF NEW YORK)
) ss:
COUNTY OF NASSAU)

_____, being duly sworn, depose and says:

Deponents are Petitioners in the within application to the Board of Zoning Appeals of the Village of Lawrence; they have read the within Petition and know the contents thereof; the same are true as to your deponent's own knowledge, except as to those matters alleged to be stated on information and belief and as to those matters, deponents believe them to be true.

Sworn to before me this
_____ Day of _____, 20__

Notary Public

Village of Lawrence
196 Central Ave
Lawrence, NY 11559
516-239-3987

Board of Zoning Appeals

I _____ residing at _____
am appearing before the Village of Lawrence Board of Zoning Appeals requesting
relief from:

- Section(s) -

Please be advised the meeting is scheduled for _____ at 7:30 pm
at

Village Hall

Lawrence Country Club

Anyone who wishes to attend can do so.

Signature



Sample of 300 Foot Radius:
- 240 Juniper Circle East
- List of Neighbors