



VILLAGE OF SAGAPONACK

PO Box 600
3175 Montauk Highway
Sagaponack, NY 11962
www.sagaponackvillage.org
631-537-0017 631-537-0612 (FAX)

ZONING BOARD OF APPEALS APPLICATION INSTRUCTIONS

COASTAL EROSION HAZARD AREA

To assist the Zoning Board of Appeals (ZBA), acting as the Coastal Erosion Hazard Board of Review, in reviewing and processing this application, it is necessary that certain information be provided to the Board. This information is found to be the minimum information necessary to deem the application complete and allow the application to be scheduled for a public hearing. At the time of the hearing, the Board reserves the right to request additional information as may be needed to make an informed decision. The following are the minimum submission requirements for the purpose of this application.

1. One original and ten (10) copies of this application form including the certification, owner's authorization and authorization and consent for inspection of property.
2. Application fee in the sum of \$600.00.
3. Letter of Determination from the Administrator of the Village's Coastal Erosion Hazard Area (Chpt 42).
4. If property has improvements, eleven (11) copies of every Certificate of Occupancy or Certificate of Compliance issued for this property and/or any open building permits for all site structures.
5. Eleven (11) copies of a New York State Department of Environmental Conservation permit or letter of non-jurisdiction if property is located within 300 feet of tidal waters.
6. Two (2) original and nine (9) copies of a survey prepared within one (1) year of the application date, showing all buildings and structures that currently exist on the property, wetlands, percentage of existing lot coverage and percentage of proposed lot coverage. The lot coverage must be calculated by a licensed surveyor and must appear on the current survey. Survey must also show all proposed structures and additions.
7. Eleven (11) copies of a certified abstract of single and separate ownerships for variances regarding undersized lots.
8. Eleven (11) copies of original recorded deed.
9. Electronic PDF files of all documents are to be submitted to Pat@sagaponackvillage.org.

The applicant is instructed to review the Coastal Erosion Hazard Area Chapter (Chapter 42) of the Incorporated Village of Sagaponack and become familiar with the requirements contained therein. Among other requirements, the applicant is responsible for the notification to adjoining and neighboring property owners.

Upon completion of any application, it will be reviewed for completeness. If all the necessary information is provided, the application will be scheduled for a public hearing. If additional information is required, you will be so notified.

Upon an evaluation of the nature and complexity of the application by the Coastal Erosion Hazard Board of Review the applicant will be required to deposit such sum as deemed necessary by the Board under Village Code Chapter 75.

The Zoning Board of Appeals meets the 2nd Friday of each month at 4:00pm. To be scheduled for a public hearing, all applications must be submitted thirty (30) days prior to the hearing date. Thereafter, any new information required by the ZBA must be submitted to the ZBA fourteen (14) days prior to the hearing date. If the new information or a written request for adjournment is not received by the Board prior to the hearing date, the application will be denied without prejudice. The applicant or his/her representative must be present at the regular meeting or the case will not be heard.



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ZONING BOARD OF APPEALS APPLICATION
COASTAL EROSION HAZARD AREA

Application # _____

Date Received: _____

Street Address: _____ SCTM# 908- _____ - _____ - _____

In the Matter of the Application of:

Agent for Application:

Note: If this application is being made by someone other than the owner, the owner must sign the owner's authorization at the end of this form.

1. Name of Owner of Premises: _____

Owner's Address: _____

Owner's Email Address: _____ Telephone/Cell Number: _____

2. Name of Agent (if applicable): _____

Agent's Address: _____

Agent's Email Address: _____ Telephone/Cell Number: _____

3. Name of Attorney for Applicant: _____

Attorney's Address: _____

Attorney's Email: _____ Telephone/Cell Number: _____

4. Please specify whom you wish correspondence to be mailed to from the above names listed:

- Applicant Owner Attorney

QUESTIONNAIRE

1. An application is hereby made for the following relief:

2. The applicable provisions of Chapter 42 from which relief is sought are:

- 42- _____ 42- _____ 42- _____ 42- _____

3. Have any previous applications or appeals been made with respect to this property? If so, give date, name of each application and the nature of the relief requested. If possible, please provide a copy of the agency determination.

4. Is the property in separate ownership from all adjoining properties?

Yes If yes, since what date? _____

No If no, which adjoining property is held by the same owner? _____

APPEAL

1. This appeal is taken from the determination of the Administrator dated _____ concerning section(s) _____ of the Village Code.

VARIANCE CRITERIA (Attach a separate sheet if necessary)

1. Please specify the standard, restriction or requirement to be varied and how the requested variance meets the criteria of the Village Code:

A. All Development Other Than Erosion Protection Structures and Hazard – Area Floodproofing:

B. Erosion Protection Structures

C. Hazard-Area Floodproofing



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ZONING BOARD OF APPEALS
Coastal Erosion Hazard Board of Review
CERTIFICATION

STATE OF NEW
COUNTY OF SUFFOLK

_____, being by me duly sworn, deposes and says:

1. I am interested in an application for a variance now pending before the Coastal Erosion Hazard Board of Review of the Village of Sagaponack.
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 above individuals have an interest, as defined below, in the owner or applicant?
 - a. Any New York State or
 - b. Any officer or employee of the Village of Sagaponack, Southampton Town or Suffolk County.

For the purpose 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 owner, or
- d. 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. () YES () NO

If yes, state the name, address, nature and extent of the interest of such individual.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided for in General Municipal Law, Section 809.

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

Notary Public

Signature of Owner

If owner is a Corporation, indicate name of corporation and officer's title

Name of Corporation _____

Title of Officer _____



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VILLAGE OF SAGAPONACK

COASTAL EROSION HAZARD BOARD OF REVIEW

In the Matter of the Application of:

AFFIDAVIT OF MAILING

For a Variance from § _____
Of the Village of Sagaponack Zoning Code
Property Location: _____
SCTM# _____

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

I, _____, being duly sworn, deposes and says:

1. I reside at _____

2. Pursuant to the provisions of Section 245-76 G (4) of the Village of Sagaponack Zoning Code, deponent mailed copies of the annexed Notice of Public Hearing along with attached copies of the application and survey, by certified mail, return receipt requested, addressed as set forth on the annexed original postmark receipts.

Signature of Deponent

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

Notary Public



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VILLAGE OF SAGAPONACK
COASTAL EROSION HAZARD BOARD OF REVIEW

In the Matter of the Application of:

AFFIDAVIT OF POSTING

For a Variance from § _____

Of the Village of Sagaponack Zoning Code

Property Location: _____

SCTM# _____

STATE OF NEW YORK)

) ss:

COUNTY OF SUFFOLK)

I, _____, being duly sworn, deposes and says:

1. I reside at _____

2. I am the agent for the applicant.

3. Pursuant to the provisions of Section 245-76 G (2) of the Village of Sagaponack Zoning Code, deponent did so cause to be posted a sign which complies with the requirements of the applicable section of the aforesaid Zoning Code which was supplied to me by the Village of Sagaponack to be prominently displayed on the subject property in the required manner, giving notice to the public of the pending application, the date, time and place of the public hearing. The said sign has been continuously displayed on the property for a period of ten (10) days immediately preceding the public hearing date.

4. I make this affidavit knowing that it shall be relied upon by the appropriate officials as proof of compliance with the requirements of the Village of Sagaponack Zoning Code.

Signature of Deponent

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

Notary Public