

# **INCORPORATED VILLAGE OF OCEAN BEACH**

POST OFFICE BOX 457 OCEAN BEACH, NEW YORK 11770-0457 TEL: (631) 583-5940 FAX: (631) 583-7597 www.villageofoceanbeach.org

# APPLICATION FOR SPECIAL USE PERMIT - PLANNING BOARD/ARCHITECTURAL REVIEW BOARD <u>\$1,000.00</u> - RESIDENTIAL APPLICATION FEE & COSTS <u>\$1,500.00</u> - COMMERCIAL APPLICATION FEE & COSTS (\*\*\*ALL FEES ARE NON-REFUNDABLE\*\*\*)

- 1. Applications must be submitted with complete information and will be reviewed for form and completeness. If found ready for a hearing, the applicant will be placed on an Agenda and the scheduled meeting will be posted and published.
- 2. The application fees are: <u>\$500</u>/Residential & <u>\$1,000</u>/Commercial. There is an *additional* costs fee of <u>\$500</u> which is required for both Residential and/or Commercial applications to cover all associated costs. If there costs above the \$500 fee, you may be billed accordingly.
- 3. **TEN (10) COMPLETE SETS** are to be submitted consisting of the following:

Application for Special Permit will not be accepted if the following items are not included with application:

- 1. Map included with application must indicate location seeking special permit
- 2. Floor plan sketch of the layout of the premises (even if no alteration or construction is contemplated)
- **3.** The exact section of the Zoning Ordinance under which the permit is sought must be indicated on application (See attached sections of the Code of the Village of Ocean Beach)
- 4. Special Permit Application must be fully completed. Must include notarized signatures of both lessee and property owner, if different. (See back of Special Permit Application for further details.)
- 5. Current stamped survey (not older than 5 years) of pertinent property. (If older survey, must provide written statement that property is as survey depicts, no changes to footprint of property)
- 6. Current Certificate of Occupancy
- 7. TEN (10) Complete Sets of Special Permit Application must be submitted
- 8. Your application must be received three (3) weeks prior to the scheduled meeting date.
- 9. Special Permit Application Fee, \$500.00 Residential/\$1,000 Commercial, plus an additional \$500 for associated costs (Checks made payable to the Incorporated Village of Ocean Beach)

\*Fees above the \$500 which are incurred by the Inc. Village of Ocean Beach shall include, but are not limited to the following: legal fees, professional engineering or surveyor fees, stenographer costs and advertising/publishing costs

I have read and understand the above requirements in accordance with this Special Permit Application.

Print Name	Signature	Date
Date paid:	Amount \$	CR #

\*\*\* COMPLYING WITH ALL REQUIREMENTS WILL INSURE THE PROGRESS OF YOUR APPLICATION \*\*\*



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# APPLICATION FOR SPECIAL USE PERMIT

## <mark>\$1,000.00</mark> - RESIDENTIAL\_APPLICATION FEE & COSTS\_(\*\* all fees are non-refundable \*\*) <mark>\$1,500.00</mark> - COMMERCIAL APPLICATION FEE & COSTS (\*\* all fees are non-refundable \*\*)

To the VILLAGE BOARD OF TRUSTEES:

(Before completing this application see procedures on reverse side.)

#### A. STATEMENT OF OWNERSHIP AND INTEREST The Applicant (s)

The Applicant (	s)	
Is (are)	Owner of Record	_
	Lessee	_
	Prospective Purchaser	_
Of the property	situated at	

### B. REQUEST

The applicant requests a SPECIAL PERMIT for the above property under provisions of Article \_\_\_\_\_\_ of the Zoning Law for the following specified uses:

This application is for CHANGE of USE ONLY CHANGE of USE WITH ALTERATION and/or CONSTRUCTION

Section A Section B (see reverse side)

#### C. REASONS FOR REQUEST

The Applicant alleges that approval of said permit would be in harmony with the intent and purposes of the Zoning Law and would not be detrimental to property or persons in the neighborhood.

#### D. SPECIAL FEATURES

In addition to meeting the standards prescribed by the Zoning Law, the applicant will provide goods and services including in order that the public convenience and welfare will be further served.

#### E. REQUIRED FEE

This application shall be accompanied by a fee of \$500.00 for the Permit Fee and \$500/\$1,000.00 Residential/Commercial Property for all associated costs.

#### F. EXPIRATION OF APPROVAL

If use or construction does not begin within one year of date of approval by the Board of Trustees, such approval will expire.

I, (lessee) (prospective purchaser) of the property described above am familiar with the requirements of the Zoning Law		I (we) the Owner (s) of record of the property described above, certify that this application has been prepared with my (our) full knowledge and consent. Signature:		
and have prepared this application in accordance with the given procedures.				
Signature:				
Name:		Name:		
Mailing Address:	Mailing Address:			
Telephone:		TT 1 1		
State of New York	)	State of New York		)
County of	) ss:	County of		) ss:
0	f)		of	)
Sworn to before me this day of	, 20	Sworn to before me this	day of	, 20
Notary Public	*****	Notary Public	****	****
Permit No	FOR OFFICE	E USE ONLY	Amount Paid:	
Date Rec'd.			CR#	
Plan Bd. Action				
FINS Action				
Date hearing				
Date Action				
Action				



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# SPECIAL PERMIT PROCEDURES

## A. APPLICATION FOR CHANGE OF USE ONLY

If this application is for change of use only, i.e., from a clothing store to a gift shop, and does not entail the alteration or removal or addition of doors, walls, partitions or windows, attach to this application a written description of the following:

- 1) Present and proposed use or uses.
- 2) The business to be conducted and the kinds of goods or services offered.
- 3) Number of employees and hours of operation.
- 4) Special equipment to be used.
- 5) Provisions and location for storage of stock.
- 6) Construction, size and locations of signs.

### B. APPLICATION FOR CHANGE OF USE AND LATERATION AND/OR CONSTRUCTION

Prior to the issuance of a Special Permit by the Board of Trustees, under Section 4.3 and 5.2 of the Zoning Law, a Preliminary Site Plan shall be filed with the Planning Board for review in accordance with standards and procedures set forth in this Section.

The following information shall accompany the Plan:

- 1) All the information required in Section A above.
- 2) Drawings shall be plotted no smaller than 1/8" scale.
- 3) Existing property with interior layouts, boundaries identifying all adjacent properties. A current survey would be preferred.
- 4) Proposed construction, alteration, addition or change showing plan views and elevations and windows, doors, exits and interior details including the proposed use of all areas.
- 5) Design and construction materials of all buildings, accessory buildings and fences.
- 6) Location and description of exterior lighting.
- 7) Description of architectural features.

No application will be considered complete without the above information.

### C. PROCEDURES

Completed applications shall be submitted not less than ten working days prior to the scheduled monthly meeting of the Planning Board. Within sixty days of receipt of complete Preliminary Site Plan, the Planning Board shall act. If no decision is reached within this period the Plan shall be considered approved.

Preliminary Site Plan conferences are available to the applicant by the Planning Board to review the basic design.

The application will receive its final review at a scheduled monthly meeting of the Planning Board. The applicant, if he is to be represented by counsel or expert witness, is required to notify the Board at least one week in advance. The Planning Board may require that testimony be given under oath and the proceedings recorded.

The Planning Board's final action will be in the form of written statement to the Board of Trustees after review of application at a scheduled monthly meeting of the Planning Board, indicating whether the Preliminary Site Plan is approved, disapproved or approved with special conditions. The Village Clerk will send a copy of the Plan and statement to the Superintendent of the Fire Island National Seashore.

Approval by the planning Board is conditional upon the Final Site Plan's compliance with all requirements of Federal, State and Local Laws, standards and regulations having jurisdiction.

Approval or disapproval by the Planning Board does not imply or guarantee like action by the Board of Trustees which Board will make final independent assessment of the application.

This application expires when final action is taken at a scheduled public hearing by the Board of Trustees to hear this application. If approved, the applicant may file a Final Site Plan with the Building Inspector and the Planning Board, together with an application for construction permit. If disapproved, the applicant may not submit the same or substantially similar plan for a period of one year without the permission of the Board of Trustees.