

**INSTRUCTIONS FOR VARIANCE APPLICATIONS  
SOUTHOLD TOWN ZONING BOARD OF APPEALS  
Phone: (631) 765-1809 Ext. 5012 Fax: (631) 765-9064**

Please submit the following in **NINE** sets for waterfront or freshwater wetland or commercial parcels (*or EIGHT for other parcels*) collated into separate packets, with ORIGINAL signed set and Check for filing fee clipped on top:

**CURRENT NOTICE OF DISAPPROVAL** from the Building Inspector dated within the last 60 days, together with the same survey filed with the Building Inspector, copies of permit application and correspondence on file with the Building Department.

**APPLICATION:** Typed or neatly written, signed by the property owner and notarized. If you have a representative signing for you, please furnish a consent form signed by an owner and include representative and the owner's addresses, telephone and fax numbers, email if any, on Application Page 1. *Please be sure to show the agent's name separately from the owner's information on Page 1.*

**NEW SURVEY, WITH ORIGINAL SEAL AND SIGNATURE OF THE SURVEYOR:** Surveyor must show proposed and existing setbacks, patios/driveways, wetland-bank-bluffs and buffers, parcel size with square footage landward of CZM and top of bluff with lot dimensions, dimensions of new construction, fences, tanks, overhangs, chimney, cesspool locations, etc. (If your project involves lot coverage exceeding 20% of buildable area, a licensed surveyor must calculate square footages of all buildable areas using reduced lot size as per code, either on an updated SURVEY or in a letter attached to the plot or site plan.) Please give distances between new/ proposed construction to property lines, nearest wetland or bulkhead, top of the bank or bluff, and overhangs exceeding 18". No hand drawn surveys will be accepted when altered by another. Surveys submitted must show all existing (as built) structures and proposed improvements as certified by a licensed surveyor, engineer or architect.

**BUILDING PLANS:** Plans or sketch of roof design, elevations measured from grade, foundation areas above and below grade, existing and proposed height at top of the ridge from natural grade.

**PROJECT DESCRIPTION & QUESTIONNAIRE FORM & RECENT PHOTOS:** *After staking outside corners of front, rear and sides of requested action; attach photos to a sheet of paper and please add owner's name, date taken, N-S-E-W direction to each.*

**AGRICULTURAL DATA STATEMENT:** Please call ahead for County Tax Map parcels within 500 ft. of actively farmed or agricultural district parcels.

**TRANSACTIONAL DISCLOSURE FORM:** signed by owner, contract vendee, and agent signing application stating their interest if any.

**COVENANTS AND RESTRICTIONS:** If any, provide all copies, or note on application if there are none.

**TOWN PROPERTY CARD** (may be available from Assessors or from Building Department file).

**LWRP FORM:** For waterfront or other properties identifying wetlands within 100 feet of property – please complete all questions and outline types of ground disturbance, landscaping and activities that are less than 100 feet from the top of a bank, bluff and shorelines. It is applicant's responsibility to discuss the LWRP Chapter 268 Code inconsistencies of this application at the hearing and/or in writing prior to the hearing.

**ENVIRONMENTAL ASSESSMENT FORM:** ONLY for projects other than setbacks, lot size, other dimensional variance, requests for lot waiver or accessory B&B.

**CHECK** payable to TOWN OF SOUTHOLD: Fee Schedule from Code is attached, or call 765-1809.

After the Board has reviewed and calendared your application for a public hearing, the Department will contact you for scheduling and requesting attendance at the meeting. Our Department will provide a letter with the official Legal Notice, a yellow sign for your posting, an area map showing the surrounding lots that will require a certified mail notice from you with a cover letter, and later, completed Affidavit forms confirming the mailings and posting.

Please note: Any changes, after submitting the above, must be done in writing to the Board of Appeals clarifying the changes with the nine surveys or site plans, as revised. Changes may also require an amended Notice of Disapproval from the Building Department Plan Reviewer 765-1802. Thank you.