

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 **EIGHT** sets for waterfront or freshwater wetland parcels (or *SEVEN* for parcels not located within 100 feet of a natural resource feature), collated into separate packets, with **ORIGINAL** signed set and **CHECK** on top:

CURRENT NOTICE OF DISAPPROVAL from the Building Inspector dated within the last 60 days, together with the same map 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, OR AVAILABLE SURVEY OF RECORD WITH ARCHITECT'S PLOT/SITE PLAN: 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 maps or survey maps will be accepted when altered by another.*

BUILDING DIAGRAMS: Diagram 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 and CURRENT PHOTOS: *After staking outside corners of waterfront 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.

TRANSACTIONAL DISCLOSURE FORM by both an owner and individual signing application stating their interest if not the owner.

COVENANTS AND RESTRICTIONS: Copies, or letter with a statement that none were filed of record for this property.

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 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 applications for setbacks, lot size or other dimensional variance, or request 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 the application 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 Town's Legal Notice, a yellow sign for your posting, an area map showing the surrounding lots that will require certified mail notice from you with the blank affidavit forms for your use when taking all notification steps.

Please note: (A) Any changes, after submitting the above, must be placed in writing to the Board of Appeals clarifying the changes with the seven maps, as revised. Changes may also require an amended Notice of Disapproval to address these after you submit amended map to the Building Department Plan Reviewer 765-1802; (B) Service of a copy of your appeal application or statement indicating how notification of your appeal application was given to the Building Department. Thank you.

10/04; 1/07; 5/07; 5/09*