

**SOUTHOLD TOWN ZONING BOARD OF APPEALS**  
**Phone (631) 765-1809 Fax (631) 765-9064**

**Instructions for Accessory Bed and Breakfast in Existing Dwelling**  
**Special Exception Application**

**Please submit seven (7) collated sets with the ORIGINAL SIGNED SET on top of the following:**

1. Application Form typed or neatly printed. (Your application will be read during the hearing.) Include the following information:
  - a. House No., and Street, Hamlet, Subdivision Name and Subdivision Lot Number (if any), County Tax Map District, Section, Block, Lot Numbers.
  - b. Please indicate Zone District (from Town Zoning Map).
  - c. Please include current owner's name and address (if different from applicant). If applicant is not one of the owners, you must furnish written authorization to act as the owner's agent, and written Disclosure showing your interest and any others, in the subject property.
  
2. At a date in the near future, you will receive a letter asking that the next step for "Notice to Surrounding Property Owners" under Ch. 58 of the Town Code be followed. You may wish to confirm current landowners' mailing addresses according to the assessment/tax records (located either at the County Center Real Estate Office in Riverhead, or Southold Town Assessors Offices. The list of names should include landowners (vacant or improved land) located across the street, right-of-ways, and opposite all sides of your property.
  
3. Please submit one copy of your Certificate of Occupancy of existing land and structures, together with a copy of the current Deed of the premises showing proof of owners. The owner must reside in the principal dwelling before an Accessory Bed and Breakfast may be applied for.
  
4. An original and six prints (total 7) of building floor diagrams of each floor in the existing dwelling drawn to scale and signed by the preparer showing:
  - a. square footage of dwelling floor areas; and
  - b. rooms labeled for accessory bed and breakfast occupancy; and
  - c. B & B rooms may not be in a separate buildings and must be within the main dwelling.
  - d. If cottages or separate rentals exist on the property, please furnish copies of C. O.'s for all.
  - e. Please label all rooms for owner's use, and show hallway exits.
  
5. Original and six (6) prints (total 7) of available survey showing all setbacks of existing structures and uses of all structures, together with parking area with at least three spaces (minimum size 9 ft. x 18 ft. for each space).
  
6. A \$250.00 filing fee (payable to Southold Town Clerk). Please either mail or drop off your application forms. Your filing receipt is available in a few days, once your application has been accepted in complete form and filed.

After reviewing your documentation, notification will be sent to you by mail or fax confirming the expected date and time of the public hearing (at which one property owner-resident must attend). A notice for posting of the hearing date will also be available for pick up about 2-3 weeks before the hearing. ZBA office may call for an appointment to see the layout of your home. Please be aware that an Accessory B & B Permit is transferable to a future owner with proof of ownership and residency within the dwelling and compliance with all codes. An annual renewal inspection is required by the Building Department and updated Certificate of Compliance before occupancy. Please feel free to call either 765-1809 or the Building Dept. at 765-1802 if you have any questions concerning these procedures.

