

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

**INSTRUCTIONS FOR SPECIAL EXCEPTION APPLICATIONS**

**Please submit seven (7) collated sets with the Original signed set on top of the following:**

1. **Application:** typed or neatly written signed by the property owner and notarized to include a description of the use and activities requested in this Special Exception.
2. **Environment Assessment Form** (short or long form) completed and signed. The "long form" may be requested after inspection of the property.
3. **ZBA Questionnaire:** (If "yes" box is checked, please add additional information.) Please complete and sign. Attach copy of contract of sale if one is in effect.
4. Copies of: (a) **sketch/building floor plan** with height of new structure and location of entrance doors; (b) up-to-date **Certificate of Occupancy** of record issued by the Building Inspector; (c) **current deeds** are necessary for subdivision projects or projects on vacant land.
5. **Original survey and six duplicates** (other sketches may be acceptable for setback projects), showing all setbacks of existing and proposed structures, patios, driveways, wetland areas, square footage and dimensions of lot, dimensions of new construction, fences, tanks, overhangs, chimneys, etc. (if your project involves total lot coverage at more than 20% of the area of the lot, please provide lot and building square footage calculations.)
6. **For new construction, please flag** outside corners for on-site inspections as early as possible.  
\*Photographs of flagged construction areas to be submitted at least 14 days before the expected hearing date.  
If wetlands are nearby, please give distance between new proposed construction and nearest wetland grass, and delineate on maps.
7. **\$400.00 Filing fee check** payable to the "Southold Town Clerk." (Requests for refunds may be made prior to the advertising hearing date.)

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A copy of the hearing notice published by our office will be forwarded to your approximately 12 days before the hearing date. At that time you will be requested to send copies by certified mail, return receipt requested, to all surrounding property owners.

Also **PLEASE NOTE** – if your project: (a) involves freshwater or saltwater wetland areas, please be sure to file applications with the Town Trustees and N.Y.S. Department of Environmental Conservation (subdivision included) and provide proof of filing or a copy of the SEQRA determination from the Town Trustees, when available; (b) abuts other property you own, please provide us with copies of all deeds (a single-and-separate title search for substandard lots may be requested if all deed copies are not submitted); (c) involves an increase in density or new construction in a commercial zone, please be sure to submit maps and/or file and application with the Planning Board in order that you may make whatever changes are necessary to your plans before the hearing on the variance.

After the Board has reviewed the application and calendared your application for a public hearing, we will confirm the date, place and time of the hearing and provide a letter with the Town's Legal Notice, a yellow sign for your posting, an area map showing the surrounding lots (circled) that will require certified mail notice from you, and Affidavit forms for your use in the final 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 amendment to the Building Department. If you are not sure, please check directly with the Plans Reviews of the Building Department at 765-1802; (B) Service of a copy of your appeal application upon the Building Department is necessary under New York Town Law. Please include a letter or other document for the ZBA file indicating when notification of your appeal application was given to the Building Department.

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**Phone (631) 765-1809 Fax (631) 765-9064**  
**APPLICATION FOR SPECIAL EXCEPTION**

Application No. \_\_\_\_\_  
Date Filed: \_\_\_\_\_

I (WE ) hereby apply to the ZONING BOARD OF APPEALS, Southold, New York for a SPECIAL EXCEPTION in accordance with the ZONING ORDINANCE, ARTICLE \_\_\_\_\_, SECTION \_\_\_\_\_, SUBSECTION \_\_\_\_\_

Owner(s)(as applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**NOTE:** If applicant is not the owner, state if applicant is owner's attorney, agent, architect, builder, contract vendee, etc.

Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

For the below-described property for the following uses and purposes (and as shown on the attached plan drawn to scale): (attach separate sheets if needed)

**A. Statement of Ownership and Interest:**

\_\_\_\_\_ is (are) the owner(s) of property known and referred to as \_\_\_\_\_  
(House No., Street, Hamlet)

\_\_\_\_\_ identified on the Suffolk County Tax Maps as District 1000, Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, which is not (is) on a subdivision Map (Filed \_\_\_\_\_, "Map of \_\_\_\_\_" Filed Map No. \_\_\_\_\_, and has been approved by the Southold Town Planning Board on \_\_\_\_\_ as a [Minor] [Major] Subdivision).

The above-described property was acquired by the owner on \_\_\_\_\_.

B. The applicant alleges that the approval of this exception would be in harmony with the intent and purpose of said zoning ordinance and that the proposed use conforms to the standards prescribed therefore in said ordinance and would not be detrimental to property or persons in the neighborhood for the following reasons:

C. The property which is the subject of this application is zoned \_\_\_\_\_ and [ ] is consistent with the use(s) described in the Certificate of Occupancy(copy attached). [ ] is not consistent with the Certificate of Occupancy being furnished herewith for the following reason(s):

[ ] is vacant land.

COUNTY OF SUFFOLK)

ss.:

STATE OF NEW YORK)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Signature)  
, 20

\_\_\_\_\_  
(Notary Public)