

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

INSTRUCTIONS FOR LOT WAIVER APPLICATION

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

1. **NOTICE OF DISAPPROVAL** from the Building Inspector dated within the last 60 days, together with copies of permit application and all documents submitted to the Building Department, for ZBA submission.
2. **APPLICATION:** Typed or neatly written, signed by the property owner or representative and notarized. If you have a representative, please furnish a signed consent form stating he/she is authorized to sign and submit this application.
3. **FULL SCALE SURVEYS** for both properties. Surveyor must show wetlands and setback buffers, high bank or bluff contours above MSL, square footage and dimensions of lot, structures & use. (Old surveys are also accepted.)
4. **SINGLE-AND SEPARATE SEARCH** with the Town of Southold as an insured for up to \$25,000, and other information. (Please note: if your deeds for each lot are not dated prior to June 30, 1983, an area variance application, subdivision application, and other agencies would be involved under different procedures, fee, etc.)
5. Copies of **ORIGINAL DEED** transfer prior to and since 1957, and **Current Deeds** for these properties.
6. **ZBA Questionnaire**
7. **ENVIRONMENTAL ASSESSMENT FORM**
8. **TOWN PROPERTY CARD** (may be available from Assessors Office) for all properties.
9. **LWRP FORM** completed (eight copies) attaching extra map and explanation of landscaping and activities near Coastal Zone Management Area – pertains to new construction near bluffs and shorelines.

CHECK payable to "**Southold Town Clerk.**" (Please see code fee schedule.)

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.

NOTE: If your project involves a lot-line change or an increase in use density, this form will **not** apply. See Planning Board for subdivision or lot line change forms, and when appropriate, different ZBA forms (for a variance) will be available.

For questions on reasons for Building Department Disapprovals: 765-1802

