BOARD OF APPEALS
CHECK LIST

APPLICATION NO._________ DATE ____________

TYPE OF VARIANCE:____________________ FEE: $______________

CHECK EACH WHEN COMPLETED

_________ BLDG. APP. & REJECTION

_________ ZBA - APPLICATION

_________ SURVEYS (14) Legible copies of a Survey of the subject property, prepared by a licensed surveyor, showing all existing structures. If it’s an application to maintain only the survey should be highlighted to reflect what the application is for.

_________ PLOT PLAN - FOR PROPOSED WORK ONLY (14 COPIES)

_________ RADIUS MAP (14) Drawn to scale showing size and location of all parcels within a 100 ft. radius and indicating the name, mailing address and section, block and lot of each parcel.

(PLOT PLAN, SURVEY & RADIUS MAPS ARE TO BE COLLATED INTO 14 PACKETS AND STAPLED IN THAT ORDER)

_________ DISCLOSURE AFFIDAVIT

_________ BUILDING PLANS (3 Sets – 2 rejected at bldg. plus 1 additional)

_________ PRIOR AFFIDAVIT

_________ P/C APPLICATION DECLARATION OF RESTRICTIVE COVENANTS

_________ SENT TO NASSAU COUNTY PLANNING COMMISSION

_________ PRIOR VARIANCE CASE NO.

_________ ACCEPTED BY

SPECIAL USE PERMITS and REDUCTION OF PARKING (not P/C use)

_________ RADIUS MAP (300 ft.) PREPARED BY A LICENSED SURVEYOR (14 COPIES)

AMENDMENTS

_________ APPLICATION

_________ DISCLOSURE AFFIDAVIT FOR APPLICANT AND/OR REPRESENTATIVE

_________ SURVEYS (14) Legible copies of a Survey of the subject property, prepared by a licensed surveyor, showing all existing and/or proposed structures, drawn to scale indicating setbacks from property lines. Proposed structures may be indicated on a plot plan (14 copies).

_________ NAMES & ADDRESS OF ABUTTING PROPERTIES ONLY

$150.00 FEE RESIDENTIAL $275.00 COMMERCIAL

AMENDMENTS – PARENT / CHILD RESIDENCE

_________ APPLICATION

_________ NEW, FULLY EXECUTED, DECLARATION OF RESTRICTIVE COVENANTS LISTING ALL ADULT OCCUPANTS OF RESIDENCE.

_________ NAMES & ADDRESS OF ABUTTING PROPERTIES

_________ DECLARATION OF RESTRICTIVE COVENANTS. Original and 3 copies. If case due for renewal, an additional fee of $225.00, payable to T.O.B. Zoning Board of Appeals, will be required.

EXTENSION OF TIME - Disclosure App., Fee - $150.00 RES. $275.00 COML.