

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.