



236 THIRD STREET
GREENPORT, NEW YORK 11944

Village of Greenport Building Department
236 Third Street, Greenport, NY 11944
Phone 631.477.2385 ext. 210
Fax 631.477.1877

INSTRUCTIONS FOR USE EVALUATION:

Most applicants will be required to submit an application for use evaluation prior to a formal site plan review application. Use evaluation allows an applicant to present a concept to the Planning Board for discussion and feedback and to pose questions and request guidance from the Planning Board prior to submitting a formal application. It also allows the Planning Board to identify concerns, requirements and discuss feasibility of the application. This discussion is generally confined to one meeting. No vote of approval or disapproval shall be taken with respect to a use evaluation. Applicants and /or representative must be present at the meeting and have formalized legal standing with respect to the subject property (i.e., owner, tenant, contractor, etc.).

The completed application must be delivered to the Building Department at least (10) business days prior to the work session meeting. An incomplete application will result in delays, and will not be placed on the agenda.

CHECKLIST OF ITEMS PREPARED FOR PLACEMENT ON THE AGENDA OF THE PLANNING BOARD

- 1. Seven (7) completed and signed application packages to include the following:
- 2. Seven (7) sets of drawings and a site plan and /or survey. Any visual material that may be helpful or illustrative.
- 3. Brief cover letter to Planning Board explaining the proposed action.
- 4. If other than owner makes application, submit owners name and address with owners endorsement.
- 5. Prior existing restrictive covenants which regulate use of the subject lands.
- 6. Environmental Assessment Form, if applicable.
- 7. Use evaluation fee: \$150.00

**VILLAGE OF GREENPORT
APPLICATION FOR USE EVALUATION**

Approved By: _____ Title: _____ Date: _____

Applicant

NAME: _____
IF A CORPORATION,
NAME AND ADDRESS OF AUTHORIZED OFFICER: _____
ADDRESS: _____

PHONE: _____
SIGNATURE: _____ DATE: _____
State if applicant is OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER, BUILDER,
GENERAL CONTRACTOR, ELECTRICIAN, and PLUMBER, OR OTHER:

Owner

NAME: _____
ADDRESS: _____

PHONE: _____

**Location
Of Site**

TAX MAP DISTRICT: _____	SECTION: _____	BLOCK: _____	LOT: _____
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STREET ADDRESS: _____
CURRENT USE: _____
PRIOR USE (IF ANY) _____

**Project
Description**

Residential _____ Commercial _____
Proposed starting date: _____ Proposed completion date: _____
Project Description (utility hook up, structures, uses) _____

Property is zoned _____ R-1 _____ R-2 _____ CR _____ WC _____ CG
Project will require the following permits:
Village of Greenport
Building Permit _____ Wetlands Permit _____ ZBA Variance _____
Other Agencies: _____ Suffolk County Planning Board _____ N.Y.State D.E.C.
_____ U.S. Army Corps of Engineers _____ Suffolk County Health Department
_____ N.Y. State Dept of State Coastal Zone Management