



## Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248

[www.villageofgreenport.org](http://www.villageofgreenport.org)

### **ZONING BOARD OF APPEALS – USE VARIANCE**

#### **INSTRUCTIONS FOR USE VARIANCE APPLICATIONS:**

Please submit the following in six (6) sets collated into separate packets, with original signed set and check for filing fee clipped on top.

1. Current Notice of Disapproval from the Building Department dated within the last 60 days, together with survey, site plan and building plans.
2. Completed Application signed and notarized.
3. Copies of noted Covenants and/or Restrictions, if applicable.
4. Environmental Assessment Form.
5. Survey/Site Plan: Surveyor must show proposed and existing setbacks, patios/driveways, wetland buffers, parcel size and lot dimensions. Surveys must show all existing structures, dimensions of existing and proposed structures, fences, tanks, and chimneys certified by a licensed Surveyor, Engineer or Architect.

**Use Variance Fee Schedule:** \$600.00

**All Board of Appeals filings and examinations will require a deposit for Village Expenses, as follows:**

Residential: \$200.00

Commercial: \$1,000.00

#### **Please Note:**

If this application is applied for by an LLC, a list of acting members of that LLC must be provided with this application.



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**Date of Application** \_\_\_\_\_

All information below is to be completed by the applicant. This completed application is to be accompanied by the Notice of Disapproval, Copies of Covenants and/or Restrictions, where applicable, Environmental Assessment Form, building plans showing elevations, setbacks, floor plans, room dimensions, details of footings and foundation, Survey/Site Plan and species of lumber and quality of material, where applicable.

**THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)**

\_\_\_\_\_  
First Name                      Last Name                      Business Name, if applicable

\_\_\_\_\_  
Mailing Address                      City/ Town/ Village                      State                      Zip

\_\_\_\_\_  
Phone #                      E-Mail Address

**CONTACT PERSON** (if different from owner)

*The person to receive all correspondence:*

\_\_\_\_\_  
First Name                      Last Name                      Business Name, if applicable

\_\_\_\_\_  
Mailing Address                      City/ Town/ Village                      State                      Zip

\_\_\_\_\_  
Phone #                      E-Mail Address

***IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.***

**Location:**

Suffolk County Tax Map Number: 1001 Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot \_\_\_\_\_

Street Address: \_\_\_\_\_ Greenport, New York, 11944

**Zoning District:**  WC  R1  R2  PD  CR  CG

**Is property located within the Historic District?**  Yes  No



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The Code Official reviewed and denied an application dated \_\_\_\_\_ for a Building Permit for the location specified on this application.

**Provisions of the Zoning Code appealed:**

*(Indicate Article, Section and Subsection of Zoning Code by numbers)*

Article: \_\_\_\_\_ Section: 150 - \_\_\_\_\_ Subsection: \_\_\_\_\_

**Type of appeal made for:**

A Variance to the Zoning Code or Zoning Map.

An interpretation of the Village Code Article: \_\_\_\_\_ Section: \_\_\_\_\_ Subsection: \_\_\_\_\_

**Has a prior appeal been made at any time with respect to this property?**  Yes  No  I Don't Know

*If yes, please provide the date appeal was made:* \_\_\_\_\_.

**Project Description:**

**For Demolition of Existing Building Areas:**

Please describe area being removed:

**New Construction Areas (New Dwelling or New Addition/Extensions)**

Dimensions of First Floor (Addition/Extension): \_\_\_\_\_

Dimensions of Second Floor: \_\_\_\_\_

Height (from finished grade to top of ridge): \_\_\_\_\_ - Feet, \_\_\_\_\_ - Inches

**Is basement or lowest floor area being constructed?**  Yes  No

*If yes, please provide height (above ground) measured from natural existing grade to first floor:*

\_\_\_\_\_ - Feet, \_\_\_\_\_ - Inches.



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### **Project Description: (CONTINUED)**

#### **Proposed Construction Description: (Alteration or Structural Changes)**

Number of floors BEFORE alterations: \_\_\_\_\_

Describe General Characteristics BEFORE alterations:

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Number of floors AFTER Alterations: \_\_\_\_\_

Describe General Characteristics AFTER alterations:

#### **Calculations of Building Areas and Lot Coverage:**

Existing Square Footage of Building(s) on this property: \_\_\_\_\_ SF

Proposed Increase in Building Coverage: \_\_\_\_\_ SF

Square Footage of this Lot: \_\_\_\_\_ SF

Percentage of Coverage of this Lot by Building Area: \_\_\_\_\_ %

#### **Purpose of New Construction:**

*Please describe:*



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**An Applicant for a Use Variance must demonstrate unnecessary hardship by completing the following.**  
*Please consult with your attorney before completing.*

**Use Variance Reasons for Appeal:**

Please answer in detail & submit related documents as required. You may attach additional sheets as needed.

**The applicant cannot realize a reasonable return, for each permitted use under the Zoning Regulations for Zoning District \_\_\_\_\_, as demonstrated by substantial and competent financial evidence because:**

**The alleged hardship relating to the property is unique and does not apply to most of the parcels in the same Zoning District or neighborhood because:**

**The requested Use Variance, if granted, will not alter the essential character of the neighborhood because:**

**The alleged hardship has not been self-created because:**

**Are there Covenants or Restrictions concerning this land? [ ] Yes [ ] No**  
*If yes, please furnish copies.*

# AFFIDAVIT

Village of Greenport    )  
Town of Southold        )  
County of Suffolk       ) ss  
State of New York       )

I swear that to the best of my knowledge and belief that the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Code, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner. The Village of Greenport is hereby granted permission to enter the property listed as the "Location" for the purposes of inspecting my property for a site visit. I understand that if approved, this Use Variance will be granted and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements of the Use Variance are complied with. Any violation of all applicable codes, or deviations from the approved plans may result in the immediate revocation of this Use Variance & legal action taken against me. No responsibility rests upon the Village of Greenport, Code Enforcement, the Fire Marshal or the Fire Department by reason of this application and permit.

Sworn to be before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_  
Owner or Applicant

\_\_\_\_\_  
Notary Public, Suffolk County, New York