

Please read the "Land Use and Zoning Regulations" Booklet

Zoning Board of Appeals
Incorporated Village of East Hampton
www.easthamptonvillage.org
SPECIAL PERMIT

APPLICANT

Name _____
Mailing Address _____

Telephone _____

OWNER (if different)

Name _____
Mailing Address _____

Telephone _____

____ Letter of owner's authorization attached if application submitted by an agent

APPLICANT'S ATTORNEY OR AGENT

Name _____
Mailing Address _____

Telephone _____

ENCLOSURES

____ Fee \$500
____ Survey
____ Building Plans
____ Pool Plans
____ Tennis Court Plans
____ 10 copies all plans

APPLICANT'S SURVEYOR/ENGINEER

Name _____
Mailing Address _____

Telephone _____

LOCATION OF PROPERTY

Street _____ Zoning District _____
Suffolk County Tax Map # Section _____ Block _____ Lot _____

PROJECT INFORMATION

1. Describe project briefly:

2. Is proposed action: New Expansion Modification
3. Date property acquired: _____
From Whom: _____
4. Describe existing conditions:
5. Describe proposed conditions:
6. Anticipated construction time:
7. Will construction be phased? Yes No
8. If multi-phased:
 - a. Number of phases: _____
 - b. Date of commencement: _____
 - c. Final phase completion (approximate): _____
 - d. Is first phase functionally dependent on subsequent phases?
 Yes No
9. Amount of land affected:
Initially _____ Ultimately _____
10. Will proposed action comply with existing zoning or other existing land use restrictions? Yes No
If no, describe briefly:
11. What is present land use in vicinity of project?
 Residential Industrial Commercial
 Agricultural Park/Forest/Open space
 Other (describe): _____

12. Does action involve a permit approval now or ultimately from any other agency? Yes No
If yes, list agency(s) and permit/approval

13. Does any aspect of the action have a currently valid permit or approval?
 Yes No

14. As a result of proposed action will existing permit/approval require modification? Yes No

Instructions

(1) The Board of Appeals, as lead agency pursuant to the State Environmental Quality Review Act, upon application after due notice and public hearing, may issue special permits for uses as enumerated in Section 278-7.D.(1)(a)-(f) of the Village Code.

Any such application for a special permit, with the exclusion of applications involving properties with residential uses only and the buildings or structures related to such use, shall not be deemed complete, and therefore ready for public hearing, until that application has received conceptual approval from the Design Review Board pursuant to Chapter 121 of the East Hampton Village Code.

The criteria for the issuance of a special permit are set forth in items (2) and (3). In addition to Conceptual Site Plan Approval, a written response to these concerns is required for this application to be considered complete.

(2) Before issuing a special permit, the Board of Appeals must find that the proposed use will not:

- (a) Prevent the orderly and reasonable use of adjacent properties or of properties in adjacent use districts.
- (b) Prevent the orderly and reasonable use of permitted or legally established uses in the district wherein the proposed use is to be located or of permitted or legally established uses in adjacent use districts.

- (c) Adversely affect the safety, health, welfare, comfort, convenience or order of the Village and will be in harmony with the general purposes of this Code.

Indicate how the proposed application avoids these concerns.

(attach additional pages as necessary)

(3) Before issuing a special permit, the Board of Appeals shall give consideration to:

- (a) The character of the existing and probable development of uses of the district and the suitability of the proposed use within that district.
- (b) The desire to conserve property values and to encourage the most appropriate uses of land.
- (c) The effect that the proposed use may have upon vehicular traffic congestion on public streets or highways.
- (d) The availability of adequate facilities for the treatment, removal or discharge of sewage, refuse or other effluent that may be caused or created as a result of the use.
- (e) Whether the proposed use or materials incident thereto or produced thereby may give off obnoxious gases, odors,

smoke or soot.

- (f) Whether the proposed use will cause disturbing emissions of electrical discharges, dust, light, vibration or noise.
- (g) Whether the operations in pursuance of the proposed use will cause undue interference with the orderly enjoyment by the public of parking or of recreational facilities, if existing or if proposed by the Village or by another competent governmental agency.
- (h) The necessity for bituminous-surfaced space for purposes of off-street parking of vehicles incidental to the proposed use and whether such space is reasonably adequate and appropriate and can be furnished by the owner of the plot sought to be used within or adjacent to the plot wherein the proposed use shall be made.
- (i) Whether a hazard to life, limb or property because of fire, flood, erosion or panic may be created by reason of or as a result of the proposed use or by the structures to be used therefor or by the inaccessibility of the property or structures thereon for the convenient entry and operation of fire and other emergency apparatus or by the undue concentration or assemblage of persons upon said plot.
- (j) Whether the proposed use or the structure to be used therefor will cause an overcrowding of the land or undue concentration of the population.
- (k) Whether the plot area is sufficient, appropriate and adequate for the proposed use and the reasonably anticipated operation and expansion thereof.
- (l) Whether the proposed use to be operated is unreasonably near to a church, school, theater, recreational area or any other place of public assembly.

Demonstrate how the application complies with these parameters.

(attached additional pages as necessary)

(4) In granting special permits, the Board of Appeals shall impose such conditions and safeguards as it may deem appropriate in preserving and protecting the spirit and objectives of this Code.

(5) All special permits granted pursuant to this section, with the exclusion of applications involving residential uses and the buildings or structures related to such use, shall be conditioned upon review by the Design Review Board in conformance with Chapter 121 of the Village Code.

SURVEY AND PLANS CHECKLIST

The following items are required for a complete submission. Please check items satisfied or mark N/A if not applicable. All spaces should be marked.

Elements of Submission

- \$500 fee
- one completed application, all questions answered
- application signed and notarized
- up-to-date, guaranteed survey by licensed surveyor
- written authorization if applicant is not owner
- 10 copies of plans

Requirements of Drawings

SURVEY to show:

- north arrow

- ___ scale
- ___ parcel size, acres/square feet
- ___ property lines (nearest foot)
- ___ bearings and distances
- ___ relation of property to that adjoining
- ___ location of buildings on property and distance to property lines
- ___ location of buildings on adjacent property and distance from applicant's property lines
- ___ cesspools, septic tank and well point
- ___ driveways, note if dirt, asphalt or concrete
- ___ unusual planting of trees
- ___ fencing
- ___ accessory buildings on property
- ___ patios and swimming pools
- ___ proposed property divisions in dashed lines
- ___ proposed building additions in dashed lines
- ___ permitted maximum gross floor area
- ___ existing total gross floor area
- ___ proposed total gross floor area

BUILDING PLANS to show:

- ___ floor plan of house showing room use
- ___ door and window locations
- ___ elevation views of unusual buildings

SWIMMING POOL PLANS to show:

- ___ material
- ___ drainage
- ___ required setback lines

PLEASE ATTACH ANY ADDITIONAL INFORMATION THAT YOU FEEL WILL HELP TO CLARIFY YOUR PROJECT

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

_____, being duly sworn, deposes and says he or she is the owner or agent for the owner of the property described above. That

all statements made in this application are true to the best of his or her knowledge and belief, except as to matters therein stated to be alleged on information and belief and as to the matters he or she believes the same to be true.

The undersigned hereby requests a Use/Area Variance, Interpretation or Special Permit in accordance with the provisions of Chapter 278 - Zoning of the Village Code.

Signature

Sworn to before me this

____ day of _____, 20 ____

Notary Public