

Mayor  
MICHAEL G. MCGINTY

Deputy Mayor  
JOSEPH M. ANNARELLA

Trustees  
IRENE P. NAUDUS  
BARBARA A. VOLPE-RIED  
MICHAEL GAGLIARDI



Village Clerk  
CONSTANCE L. CONROY

Corporation Counsel  
SUSAN B. BOLAND

Deputy Corporation Counsel  
CHRISTIAN P. BROWNE

Treasurer  
MARISA A. DEJESUS

Village Office  
127 LONG BEACH ROAD  
ISLAND PARK, NEW YORK 11558  
Tel: 431-0600 Fax: 431-0436

## **REQUIREMENTS TO APPLY TO ZONING BOARD OF APPEALS**

1. Applicant must fill out Variance Application Form.
2. Six (6) sets of drawings **without** architect's seal.
3. Radius map of subject property.
4. Plot plan **with** zoning tables (required, existing & proposed drawings)
  - a. With dimensions including frontage & side yard aggregate
5. Copy of survey of subject property.
6. A copy of the variance denial letter stating the reason(s) the applicant is appearing before the Zoning Board of Appeals.
7. Four (4) pictures – 8x10 of North, South, East & West sides of existing property.
8. Names and addresses of property owners within 200 feet of subject property.
9. Two checks are to be submitted with application form – one check for \$200.00 for the filing fee and one check for \$1,000.00 which is a deposit (see copy of Local Law # 7 of 2006 that is attached to the application form for explanation of deposit check).
  - a. Both checks are to be made payable to Village of Island Park.
10. Public Notice
  - a. The notice stating the reason(s) the applicant is appearing before the Zoning Board of Appeals is mailed to property owners within the 200 feet of subject property ten (10) days prior to hearing date. Notices will be given to applicant prior to Zoning Board of Appeals Hearing.
  - b. The notice sent to property owners abutting the subject property are sent **Certified Mail, Return Receipt** and applicant brings in white receipts from Post Office. **Regular mailing** for all other property owners within 200 feet of subject property.
11. Any violations issued to property owner must be satisfied in court prior to Zoning Board Hearing date.
12. Numbers 1, 2, 3, 4,5,6,7, 8 and 9 are to be submitted together at time of application submittal – Twenty (20) days before hearing date.

If you have any questions, please contact Village Hall at 516-431-0600.