

Village of Old Field Zoning Board of Appeals
 Old Field Lighthouse
 207 Old Field Road
 Setauket, NY 11733

ZONING BOARD OF APPEALS APPLICATION CHECKLIST

Applicant: _____

Property Owner: _____

Property Address: _____

SCTM: _____

Notice: This checklist is offered as a guide for the preparation of a complete application to the Zoning Board of Appeals. The Zoning Board Chair reviews applications for completeness and sets the agenda for every meeting of the Board. Applications are scheduled for hearing by order of the Zoning Board Chair. Applications that do not contain the materials below shall be rejected as incomplete. The Board reserves the right to request additional documents and information.

No application to the Zoning Board of Appeals shall be complete unless it includes **Eight (8) sets of the following:**

1. A copy of this Checklist. <i>(Filled out).</i>	
2. Old Field Variance Application <i>(Fully-completed with <u>all</u> information filled in. Information that is not applicable should be marked "N/A").</i>	
3. Denial Letter <i>(Issued by the Village Building Inspector).</i>	
4. Owner's Consent <i>(If the Applicant is someone other than the owner of the subject property).</i>	
5. Short Environmental Assessment Form (SEAF) Part 1 <i>(Forms can obtained from the Village Clerk's Office or online at the NYS DEC website: https://www.dec.ny.gov/permits/6191.html).</i>	
6. Property Survey <i>(Prepared by a NYS Licensed Land Surveyor).</i>	
7. Full-size Plans (24x36) <i>(All plans shall be stamped and sealed by a licensed design professional; hand-drawn and unscaled plans will be rejected).</i>	
<ul style="list-style-type: none"> • Existing conditions plan • Proposed conditions plan • Landscape plan • Grading plan • Tree Preservation Plan • Lighting plan • Erosion and Sediment Control Plan • Building Elevations 	

In addition, all applications must be accompanied by separate payment of a non-refundable application fee of \$500 and an escrow deposit of \$2,000 to cover costs and expenses incurred by the Village. Checks must be made payable to the "Village of Old Field."