Mayor
MICHAEL G. MCGINTY

Deputy Mayor
MATTHEW G. GRACI

Trustees
BARBARA A. VOLPE-RIED
ROBERT O. TICE
MICHAEL GAGLIARDI

Village Clerk
CLAUDIA ARMENDINGER

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. Seven (7) 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 **colored** (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.
    a. 2 - 8 Seven (7) sets of all documents.
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 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. Items **1 through 9** must be submitted together at the time the application is submitted. Please see the website or inquire at Village Hall for the deadline submission.

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