

ZONING BOARD OF APPEALS OF THE  
INCORPORATED VILLAGE OF ATLANTIC BEACH

**APPLICATION INSTRUCTIONS**

Every petition and application to the Zoning Board of Appeals shall be accompanied by one (1) original and eight (8) copies of the following documents or as otherwise stated:

1. The application/petition signed and notarized before making copies.
2. The Affidavit of Disclosure Certification must be signed by ALL property owners.
3. Notice of appearance – Architect/Attorney if applicable.
4. A radius map showing all properties within two hundred (200) feet and five hundred (500) feet in the Marine Recreational District of subject property lines.
5. A complete and accurate list of the names and addresses of all owners of land within two hundred (200) feet of the boundary lines of subject property and five hundred(500) feet in the Marine Recreational District (MR).
6. Plans showing the location, elevations, floor plan and zoning calculations of proposed application (minimum 11" x 17" copies and one full size set).
7. A survey not older than 10 years (no exception) showing all improvements currently on the property.
8. Color photographs (minimum size 3 inches by 5 inches) of the subject premises including front views and the portion of the property or structure in question.
9. Building permit application.
10. Building Department denial letter.
11. Copy of all covenants, agreements, and/or restrictions upon subject property (one copy).
12. Environmental assessment form for subject property (one copy).

13. Applicant shall prepare all envelopes with proper postage as follows:
- a) Certified mail, return receipt requested for all property owners abutting subject property.
  - b) First class postage for all property owners within the two hundred (200) feet radius of subject property and five hundred (500) feet radius in the Marine Recreational District.
  - c) Return address on all envelopes shall be addressed as follows:

Zoning Board of Appeals  
Incorporated Village of Atlantic Beach  
65 The Plaza  
PO Box 189  
Atlantic Beach, New York 11509

**Building department will attach the legal notice in applicant's envelopes for the notice of hearing**

For any application which necessitates a public hearing before the Board of Trustees or the Board of Zoning Appeals, there shall be an application fee, plus legal costs, stenographer costs and all other out-of-pocket expenses, actually incurred by the Village, as follows:

Residential BZA application fee:	\$500.00
Deposit for residential expenses:	\$500.00
Commercial BZA application:	\$1000.00
Deposit for commercial expenses:	\$1000.00

Any application requesting a continuance will be required to make a deposit for additional expenses as stated above.

Any deposits that have money remaining will be refunded and if there isn't sufficient funds applicant will be billed.

A public hearing on an application will not be held until all items above have been completed as submitted.

