

ZONING BOARD OF APPEALS OF THE INCORPORATED VILLAGE OF ATLANTIC BEACH

APPLICATION INSTRUCTIONS

Every petition/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. Application/petition signed and notarized.
2. Completed Affidavit of Disclosure signed by ALL property owners.
3. Authorization from the property owner(s) for an individual other than the owner(s) to make an application, see BZA application.
4. Denial letter from the Plans Examiner/Building Inspector.
5. Up to date survey
6. Plans showing the location, elevations, floor plan, and zoning calculations for proposed application (minimum 24" X 36") unless permitted by the building department 11" X17" will be considered.
7. A radius map and a list of names with the addresses of all owners of land within the following districts and proposed uses.
  - A. A Residential District "A" the radius map shall be 200 feet.
  - B. Marine Recreation District "MR" the radius map shall be 500 feet
  - C. In "A" and "CA" districts that have non-residential structures, proposed use changes to non-residential and residential uses the radius map shall be 500 feet.
8. Completed Environmental Assessment form (one copy).
9. Applicant shall prepare all envelopes with proper postage as follows:
  - A. Certified mail, return receipt requested for all properties abutting subject property.
  - B. First class postage for all property owners with the required radius map.
  - C. Return address on all envelopes shall be addressed as follows:

Zoning Board of Appeals  
Village of Atlantic Beach  
65 The Plaza  
Atlantic Beach, New York 11509

**Building Department will attach the legal notice in applicants' envelopes for the hearing.**

ALL FEES SHALL BE PAID AT TIME OF FILING

Filing fee:

Residential BZA application fee: \$500.00, deposit \$500.00.

All other application fees \$1000.00, deposit \$1000.00.

