

INSTRUCTIONS FOR APPLICATION TO ZONING BOARD OF APPEALS
THE FOLLOWING ITEMS MUST BE SUBMITTED AT TIME OF FILING:

ONE ORIGINAL AND 11 COPIES OF THE FOLLOWING:

1. Letter of Denial from the Department of Buildings.
2. **Notarized** Zoning Board of Appeals application.
3. SEQRA Negative Declaration Form
4. Short Environmental Assessment Form **(please complete Part 1 only)**.
5. Application for Erection of Buildings or Alterations.
6. Blueprint or similar drawings, original signed & sealed by a licensed architect with reduced copies. Streets, lots lines or geographical directions are to be clearly shown. Buildings and proposed buildings shall be shown in relation to lot lines.
7. If application is for a FACT-FINDING on a two-family house or multiple dwelling, the questionnaire must be completed and submitted with the application.
8. Photographs are recommended.
9. The applicable fee as indicated below.
10. **Documents numbered 1 through 8 are to be assembled into Twelve (12) sets to be presented to the Village Clerk's office within sixty (60) days of the date of the Letter of Denial.**

FEES –PURSUANT TO §210-16 OF THE CODE OF THE VILLAGE OF FREEPORT:

In every case, matter or application brought before the Zoning Board of Appeals, the petitioner, applicant or appellant shall pay a filing fee as set forth below:

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| 1. | Application to extend a business use into a more restricted district | \$675.00 |
| 2. | Application for a variance or waiver in off-street parking regulations | \$635.00 |
| 3. | Application to park in the front setback area | \$475.00 |
| 4. | Application for a variance to maintain a two-family dwelling | \$675.00 |
| 5. | Application to construct or maintain a fence greater than the permitted height | |
| | Commercial | \$475.00 |
| | Residential | \$250.00 |

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| 6. | Application for a use variance | \$875.00 |
| 7. | Application for a swimming pool | \$475.00 |
| 8. | Application for an accessory structure | |
| | Commercial | \$575.00 |
| | Residential | \$325.00 |
| 9. | Application for variance other than those listed above: | |
| | for the first variance | \$575.00 |
| | each additional variance | \$325.00 |
| 10. | Application for a rehearing of a case passed upon the Board of Appeals
(whether approved or disapproved) | \$425.00 |
| 11. | Application for the reopening of a case | \$425.00 |
| 12. | Application for modification of a determination or condition | \$425.00 |
| 13. | Application for fact-finding hearing | \$400.00 |
| 14. | Adjournment Fee (Applicant's request) | \$225.00 |
| 15. | Any Zoning Board application to maintain an existing condition shall require a doubling of the applicable fee listed above. | |

**ALL APPLICATIONS MUST BE SUBMITTED TO THE VILLAGE CLERK
WITH ALL DOCUMENTATION AND THE PROPER FEE.
(Fees are non-refundable)**

Hearings of the Zoning Board of Appeals are regularly scheduled on the THIRD (3RD) THURSDAY of each month. Additional hearings may be scheduled on due notice.

Any date given is a tentative date of hearing. The actual date of the hearing will be the date that appears on the copy of the calendar. The applicant or their attorney will receive notice of the hearing usually a week to ten (10) days prior to the hearing. The applicant or their attorney must be present at the hearing. If the applicant or their attorney is unable to attend the scheduled hearing, please call the office of the Village Clerk prior to the hearing. Please be advised of the adjournment fee above. The phone number is (516) 377-2300. Monday thru Friday from 8:30 am – 4:30 pm.