

INSTRUCTIONS FOR SPECIAL PERMIT RENEWAL APPLICATION

1. **Submit the original (plus 15 copies) of the completed notarized application to the Village of Mamaroneck Building Department located at 169 Mount Pleasant Avenue. The renewal application will be forwarded to the Zoning Board of Appeals by the Building Department and a public hearing will be scheduled.**
2. **Checks should be made payable to "Village of Mamaroneck" (SEE FEE SCHEDULE ATTACHED) and should be included in the application submission.**
3. **A copy of any resolution previously issued by the Zoning Board of Appeals pertaining to the granting, modification or renewal of the original special permit must be attached to the renewal application.**
4. **An up-to-date survey must be submitted with this application, only if there has been a change in ownership, if there has been any additional construction, or if there has been any question with respect to title.**
5. **It is the responsibility of the applicant to notify all property owners, located within a radius of 400 feet of the subject premises, of the renewal application and of the proposed public hearing. The following regulations must be complied with:**
 - a. **Method of Mailing - The required notice must be mailed by regular First Class Mail with a Certificate of Mailing, or by Certified Mail.**
 - b. **Proof of Mailing - The applicant must file with the Zoning Board of Appeals office (located in the Village Attorney's office at 123 Mamaroneck Avenue, Mamaroneck, New York) photocopies (on 8½" x 11" sheets of paper) of the Post Office Receipts of Registry (U.S. Postal Service Form 3817 or 3877—see attached samples) or other form of proof of mailing from the Post Office, and a proof of service affidavit (notarized) with list indicating the property owners who were notified. (A blank proof of service affidavit form and blank property owner list will be provided to the applicant by the Building Department.) This filing of proof of service shall be no later than five (5) business days prior to the date of the public hearing (not including the day of the hearing).**
 - c. **Determination of Distance Radius - The Building Department will provide to the applicant a scaled zoning map of the area in which the subject premises is located. This map will contain a circled area to define the distance radius of property owners who must be notified by the applicant.**
 - d. **Determination of Property Owners - The list of property owners whom the applicant must notify can be ascertained by looking up the Assessment Maps and Assessment Roll records at the Village Assessor's office located at 123 Mamaroneck Avenue, Mamaroneck, New York during regular business hours. The Assessment Maps will provide the applicant with the section, block and lot numbers of all**

necessary plans, documents and information. Copies of the Village Code are available for the applicant's review at the Village Clerk's Office. The applicant may be represented at the ZBA hearing.

7. A survey duly certified by a licensed surveyor within the past twelve months of the application date, which accurately depicts the current status of the property shall be submitted with each application.

8. All documents must be submitted 22 days prior to the scheduled meeting.

9. Every application shall be accompanied by an escrow fee as follows:

New Variance \$750.00

Special Permit Application \$750.00

Special Permit Renewal Application \$350.00

10. Every application shall be accompanied by a filing fee as follows:

Notice of Appeal, Interpretation or Variance

1 or 2 family house \$ 146.00

3 to 5 family house \$ 146.00

All other residential and commercial \$ 406.00

Fence permit \$: 146.00

Boat and boat trailer storage \$ 146.00

Sign variance and appeal \$ 203.00

Special permit (residential) \$179.00

Special permit (commercial) \$406.00

Special Permit renewal \$114.00

**VILLAGE OF MAMARONECK
ZONING BOARD OF APPEALS**

APPLICATION FOR RENEWAL OF SPECIAL PERMIT

SPECIAL PERMIT NO. ___ SP- _____

Date: _____

Name of Permittee: _____

Doing Business As: _____

Premises: _____

Section: _____ Block: _____ Lot(s): _____

_____ hereby applies to the Village of Mamaroneck
Zoning Board of Appeals for a renewal of the above-referenced special permit, which was originally
granted on _____, and which will expire on _____.

Said special permit was granted for the following use at the above-noted property: _____

1. All conditions of the special permit have been complied with.

Yes No

If "No", please explain: _____

2. Since the last application for this special permit, I have no knowledge nor have I been
advised of any complaints made to the Village of Mamaroneck Building Department, Police
Department, or any other department or agency of the Village in connection with the operation
of the use allowed by the subject special permit.

Yes No

APPLICATION FOR RENEWAL OF SPECIAL PERMIT

If "No", please explain: _____

3. Since the last application for this special permit, no violations have been noticed, no violations have been cited, nor have any proceedings been commenced in connection with the operation of the use allowed by the subject special permit.

Yes No

If "No", please explain: _____

4. I have read the attached "Instructions for Renewal Application" and have complied with same.

Yes No

If "No", please explain: _____

5. Please indicate any facts or changes in circumstances which may require a modification of the conditions previously set forth in connection with the subject special permit: _____

6. Please indicate any other information that you want the Board to consider: _____

APPLICATION FOR RENEWAL OF SPECIAL PERMIT

Page 3

THE UNDERSIGNED HEREBY AFFIRMS, UNDER PENALTIES OF PERJURY, THAT ALL STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE. THE UNDERSIGNED FURTHER ACKNOWLEDGES THAT THE ZONING BOARD OF APPEALS WILL RELY UPON THE TRUTH AND ACCURACY OF THE STATEMENTS CONTAINED IN THIS APPLICATION IN PROCESSING THIS REQUEST FOR RENEWAL.

(Applicant's Signature)

(Print Name)

Sworn to before me this _____ day

of _____, 20_____

(Notary Public)

Applicant's Address: _____

Applicant's Daytime Telephone Number: _____

**INSTRUCTIONS FOR SPECIAL PERMIT
RENEWAL APPLICATION**

properties within the area that must be notified, and the applicant can then review the Assessment Roll to ascertain the owners of each section, block and lot number. (Note: If the applicant has the information pertaining to section, block and lot numbers from his or her previous application, then the applicant would only have to review the Assessment Roll to ascertain the current owners of each property.)

- e. **Form of Notice -** The Building Department will provide the applicant with a form letter and the notice which is to be mailed by the applicant to the property owners.

SAMPLE OF POST OFFICE FORM 3817

U.S. POSTAL SERVICE	CERTIFICATE OF MAILING
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER	
Received From: _____ _____	
One piece of ordinary mail addressed to: _____ _____ _____	

Affix here in stamps or meter postage and post mark, include of Postmaster for current fee.

PS Form 3817, January 2001

SAMPLE OF POST OFFICE FORM 3877

For Accountable Mail

Line	Article Number	Name of Addressee, Street, and Post Office Address	Indicate type of mail			Check appropriate block for			After stamp has been issued as certificate of mailing or for additional copies of this bill.							
			Registered Insured COD Certified	Return Receipts for Merchandise Not Registered Mail Express Mail	Postage Fee	Registered Mail With Postal Insurance Without Postal Insurance	Handling Charge	Add. Value (if Regs.)	Insured Value	Postmark and Date of Receipt	R. R. Fee	S. D. Fee	S. M. Fee	Post. Del. Fee		
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
Total Number of Pieces Listed by Sender		Total Number of Pieces Received at Post Office		Postmaster's Fee (Name of Receiving Employee)		<p>The full description of value is required on all domestic and international registered mail. The maximum liability for the transportation of insurable documents under Express Mail domestic registrations is \$500,000 per occurrence. The maximum liability for Express Mail merchandise insurance is \$500. The maximum liability for registered mail sent with optional postal insurance, See Domestic Mail Manual (DMM), 3913, and 3921 for limitations of coverage on insured and COD mail. See International Mail Manual for limitations of coverage on international mail. Special handling charges apply only to third and fourth class parcels.</p>										

PS Form 3877, February 1984

Form Must be Completed by Typewriter, Ink or Ball Point Pen

APPLICATION NO. _____

PROOF OF SERVICE AFFIDAVIT

STATE OF NEW YORK)

ss.:

COUNTY OF WESTCHESTER)

_____, being duly sworn, deposes and says:

That I am the: [] applicant [] agent [] other
(please specify) _____ of the above-referenced application
to the Zoning Board of Appeals of the Village of Mamaroneck with respect to
the property located at: _____
and designated on the tax assessment roll of the Village of Mamaroneck as
Section __, Block __, and Lot(s) _____; and, that in
compliance with the rules and instructions of the Zoning Board of Appeals, I
have mailed notice of said application and of the proposed public hearing
regarding said application to the property owners listed on the attached
sheet(s).

Signature

Sworn to before me this ____
day of _____, 200__

Notary Public

NOTICE OF ZONING BOARD OF APPEALS APPLICATION

APPLICATION TYPE:

(Check one or more as appropriate)

Special Permit ()

Area Variance ()

Use Variance ()

Fence ()

Sign ()

Dear Property Owner:

You are receiving this letter because a public hearing will be held on a matter that may affect your property. A copy of the notice from the Building Department of the Village of Mamaroneck is enclosed herewith for your information.

Copies of all plans, applications and related material to be considered by the Zoning Board of Appeals in rendering its decision are available for public inspection prior to the hearing at the Building Department on the third floor of the municipal building located at 169 Mount Pleasant Avenue, Mamaroneck, New York, during regular business hours. Please consult the enclosed Building Department notice for the date, time and location of the scheduled hearing.

Any questions or concerns which you may have can be addressed at the public hearing.

Name of Applicant (please print)

**Name of Property owner
If different from applicant
(please print)**

**Address of property for which
Application has been made
(please print)**