



**VILLAGE OF MAMARONECK
PLANNING DEPARTMENT**

169 Mt. Pleasant Avenue,
Mamaroneck, NY 10543

Phone: (914) 825-8758
www.village.mamaroneck.ny.us/planning-department

Zoning Board of Appeals Special Permit Application Checklist

SUBMISSION REQUIREMENTS: (TO BE DEEMED COMPLETE)

- Submit 6 collated packets of the items below:
 - Zoning Board of Appeals Special Permit Application.
 - Cover Letter explaining the application: existing and requested hours (if applicable), number of employees, business type, outdoor seating, music etc.
 - Photographs (storefront), including Google Aerial Photos of property.
 - Floor plan.
 - Architectural plans (if applicable).
 - Owner consent letter (if applicable).
 - Rider agreement (If applicable)
 - Menu (if applicable).
 - Copy of parcel history showing no open complaints/ violations.
 - Copy of the most recent survey, if the survey is more than one year old a sworn statement from the surveyor attesting there have been no changes that would affect the accuracy of the survey.
 - Note: Only applicable to exterior work.
 - Copy of building permit application.
 - Copy of building determination letter.
 - Copy of the certificate of occupancy.
- Submit a digital copy with each set of items as a separate pdf to the Planning Department (e.g. one pdf of application, one pdf of the cover letter, one pdf of the photos, etc.)
 - **Note: both physical and digital plans must be signed and sealed by a licensed architect or engineer.**
- Please confirm application fees with the Planning Department. A check with the application fee made payable to "Village of Mamaroneck" must be included with the application. The Village fee schedule is available [here](#).
- A check with the required escrow deposit made payable to "Village of Mamaroneck" must be included with the application as needed. Please refer to the determination letter for the specified escrow deposit amount.
 - **Note:** the escrow deposit must be a separate check from the application fees.

Notice requirements

- Please review Chapter [372-3](#), staff will provide detailed notice instructions once the above has been deemed complete.

Zoning Board of Appeals Special Permit Application

Recieved By : _____ Date : _____

App # : _____

1. Project Address:

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

3. Type of Business: _____

4. Name of Business: _____

5. Zoning District: _____

6. Owners Name & Address:

Phone: _____ Cell: _____

Email: _____

7. Applicant (Not Owner or Owner's Representative):

Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Role: _____

8. Representative (if applicable):

Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Role: _____

Date of Expiration of Current Special Permit (if appliable): _____

Approved Use of Current Special Permit: _____ (e.g. restaurant, spa, auto-body, etc)

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

Yes () No ()

If "No", please explain:

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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 of agency of the Village in connection with the operation of the use allowed by the subject special permit.

Yes () No ()

If "No", please explain:

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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 ()

4. 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:-

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