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 Renewal Application Checklist

SUBMISSION REQUIREMENTS: (TO BE DEEMED COMPLETE)

- Submit 6 collated packets of the items below:
    - Zoning Board of Appeals Special Permit Renewal Application.
    - All previous ZBA Special Permit Resolutions.
    - Cover Letter explaining the application noting no changes since previous approval.
    - Owner consent letter (if appliable).
    - Rider agreement (if applicable).
    - Copy of parcel history showing no open complaints/ violations.
- 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 etc.)
- 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.

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Zoning Board of Appeals Special Permit Renewal 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:

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

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Any site for which an application has been submitted shall be subject to inspection upon notice to property owner and applicant at any reasonable time, including weekends and holidays, by the Building Inspector, Director of Planning and Development, Zoning Board, or their designated representatives. 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)