INSTRUCTIONS FOR SPECIAL PERMIT RENEWAL APPLICATION

PLEASE SUBMIT AN ELECTRONIC COPY OF ALL DOCUMENTS SUBMITTED

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. A check in the amount of $150.00 made payable to “Village of Mamaroneck” is to be included with the application to cover the fee for the renewal of a special permit. Along with a separate check made payable to “Village of Mamaroneck” for an Escrow Deposit of $350.00

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
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

<table>
<thead>
<tr>
<th>U.S. POSTAL SERVICE</th>
<th>CERTIFICATE OF MAILING</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE. POSTMASTER</td>
<td></td>
</tr>
</tbody>
</table>

Received From: 

One piece of ordinary mail addressed to: 

Affix fee here in stamps or meter postage and postmark. Inquire of Postmaster for current fee.

PS Form 3817, January 2001
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: ______  Lots: _________________________________

________________________________________ 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 ( )

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

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: ____________________
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 difference from applicant
(please print)

Address of Property
for which application has been made
(please print)
## List of Property Owners Notified

<table>
<thead>
<tr>
<th>Name and Address of Property Owner</th>
<th>Address of Property (if different)</th>
<th>Section Block Lot(s)</th>
</tr>
</thead>
</table>

**APPLICATION NO.**
APPLICATION NO. ____________________

PROOF OF SERVICE AFFIDAVIT

STATE OF NEW YORK  )
COUNTY OF WESTCHESTER)          ss.:

__________________________, 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 ________, 20 ___

_______________________________
Notary Public
APPLICATION FOR RENEWAL OF SPECIAL PERMIT

SPECIAL PERMIT NO. __SP-______

To: Board of Appeals

From: Building Department

In connection with the application for the renewal of the above-referenced special permit, please be advised as follows:

☐ No complaints have been made to the Building Department since the last application pertaining to the subject special permit.

☐ Complaints have been made, as follows:

__________________________________________

__________________________________________

☐ No violations have been noticed or cited by the Building Department nor have any proceedings been commenced since the last application pertaining to the subject special permit.

☐ The following violation(s) have been noticed or cited by the Building Department and the following proceedings have been commenced:

__________________________________________

__________________________________________

VILLAGE OF MAMARONECK
BUILDING DEPARTMENT

By: ______________________________

Date: ____________________________

(This form is to be completed by the Building Department and submitted to the Board of Appeals with the renewal application.)