

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

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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 fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.



Sample

Name and Address of Sender		Check type of mail or service		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt). Postmark with Date of Receipt.												
USPS Tracking/Article Number		Addressee (Name, Street, City, State, & ZIP Code™)		Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
Total Number of Pieces Listed by Sender		Total Number of Pieces Received at Post Office		Postmaster, Per (Name of receiving employee)												

Handling Charge - if Registered and over \$50,000 in value

Adult Signature Required

Adult Signature Restricted Delivery

Restricted Delivery

Return Receipt

Signature Confirmation

Signature Confirmation Restricted Delivery

Special Handling

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 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: _____

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: _____

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)

APPLICATION NO. _____

LIST OF PROPERTY OWNERS NOTIFIED

Name and Address of Property Owner	Address of Property (if different)	Section Block Lot(s)
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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 _____, 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.)