



## INCORPORATED VILLAGE OF OCEAN BEACH

POST OFFICE BOX 457  
OCEAN BEACH, NEW YORK 11770-0457  
TEL: (631) 583-5940 FAX: (631) 583-7597  
www.villageofoceanbeach.org

JAMES S. MALLOTT, *Mayor*  
THOMAS J. NOLTER, *Deputy Mayor*  
MATTHEW M. BLAKE, *Trustee*  
GREGORY J. PACE, *Trustee*  
DOUGLASS J. WYCKOFF, *Trustee*

STEVEN W. BRAUTIGAM, *Clerk/Treasurer*  
KEVIN J. SCHELLING, *Superintendent of Public Works*

### APPLICATION FOR SPECIAL PERMIT

Application for Special Permit will not be accepted if the following numbered items are not included with application:

1. Map included with application must indicate location seeking special permit.
2. Floor plan sketch of the layout of the premises (even if no alteration or construction is contemplated).
3. The exact section of the Zoning Ordinance under which the permit is sought must be indicated on application. (See attached sections of the Code of the Village of Ocean Beach).
4. Special Permit Application must be fully completed. Must include notarized signatures of both lessee and property owner, if different. (See back of Special Permit Application for further details.)
5. Current **stamped** survey (not older than 5 years) of pertinent property. (If older survey, must provide written statement that property is as survey depicts, no changes to footprint of property).
6. Current Certificate of Occupancy
7. EIGHTEEN (18) Complete Sets of Special Permit Application must be submitted
8. Your application must be received three (3) weeks prior to the scheduled meeting date.
9. Special Permit Application Fee, \$500.00 plus \$500\* (Residential) or \$1,000\* (Commercial) fee for associated costs. (Checks made payable to the Incorporated Village of Ocean Beach).

**\*Fees above the \$500 or \$1,000 which are incurred by the Inc. Village of Ocean Beach shall include, but are not limited to the following: legal fees, professional engineering or surveyor fees, stenographer costs, and advertising/publishing costs.**

I have read and understand the above requirements in accordance with this Special Permit Application.

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Print Name

Signature

Date

**\*\*COMPLYING WITH ALL REQUIREMENTS WILL INSURE THE PROGRESS OF YOUR APPLICATION\*\***



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**APPLICATION FOR SPECIAL USE PERMIT**

**FEE \$500.00**

**FEES - \$500 RESIDENTIAL**

**FEES - \$1,000 COMMERCIAL**

**NON-REFUNDABLE**

**INCOMPLETE APPLICATIONS WILL BE RETURNED**

**A. STATEMENT OF OWNERSHIP AND INTEREST**

The Applicant (s) \_\_\_\_\_  
Is (are) Owner of Record \_\_\_\_\_  
Lessee \_\_\_\_\_  
Prospective Purchaser \_\_\_\_\_

Of the property situated at \_\_\_\_\_

**B. REQUEST**

The applicant requests a SPECIAL PERMIT for the above property under provisions of Article \_\_\_\_\_ of the Zoning Law for the following specified uses:

This application is for CHANGE of USE ONLY \_\_\_\_\_ Section A  
CHANGE of USE WITH ALTERATION and/or CONSTRUCTION \_\_\_\_\_ Section B (see reverse side)

**C. REASONS FOR REQUEST**

The Applicant alleges that approval of said permit would be in harmony with the intent and purposes of the Zoning Law and would not be detrimental to property or persons in the neighborhood.

**D. SPECIAL FEATURES**

In addition to meeting the standards prescribed by the Zoning Law, the applicant will provide goods and services including \_\_\_\_\_ in order that the public convenience and welfare will be further served.

**E. REQUIRED FEE**

This application must be accompanied by a fee of \$500.00 and a deposit of \$500 Residential or \$1,000 Commercial for associated fees.

**F. EXPIRATION OF APPROVAL**

If use or construction does not begin within one year of date of approval by the Board of Trustees, such approval will expire.

I, (lessee) (prospective purchaser) of the property described above am familiar with the requirements of the Zoning Law and have prepared this application in accordance with the given procedures.

I (we) the Owner (s) of record of the property described above, certify that this application has been prepared with my (our) full knowledge and consent.

Name \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Name \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

State of New York \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss:  
\_\_\_\_\_ of \_\_\_\_\_ )

State of New York \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss:  
\_\_\_\_\_ of \_\_\_\_\_ )

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Permit No. \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date Rec'd. \_\_\_\_\_  
Plan Bd. Action \_\_\_\_\_  
FINS Action \_\_\_\_\_  
Date Hearing \_\_\_\_\_  
Date Action \_\_\_\_\_  
Action \_\_\_\_\_

CR# \_\_\_\_\_



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### **APPLICATION FOR SPECIAL USE PERMIT PROCEDURES** **INCOMPLETE APPLICATIONS WILL BE RETURNED**

#### **A. APPLICATION FOR CHANGE OF USE ONLY**

If this application is for change of use only, i.e., from a clothing store to a gift shop, and does not entail the alteration or removal or addition of doors, walls, partitions or windows, attach to this application a written description of the following:

- 1) Present and proposed use or uses.
- 2) The business to be conducted and the kinds of goods or services offered.
- 3) Number of employees and hours of operation.
- 4) Special equipment to be used.
- 5) Provisions and location for storage of stock.
- 6) Construction, size and locations of signs.

#### **B. APPLICATION FOR CHANGE OF USE AND LATERATION AND/OR CONSTRUCTION**

Prior to the consideration of a Special Permit by the Board of Trustees, under Section 4.3 and 5.2 of the Zoning Law, a Preliminary Site Plan shall be filed with the Planning Board for review in accordance with standards and procedures set forth in this Section.

The following information shall accompany the Plan:

- 1) All the information required in Section A above.
- 2) Drawings shall be plotted no smaller than 1/8" scale.
- 3) Existing property with interior layouts, boundaries identifying all adjacent properties. A current survey is required.
- 4) Proposed construction, alteration, addition or change showing plan views and elevations and windows, doors, exits and interior details including the proposed use of all areas.
- 5) Design and construction materials of all buildings, accessory buildings and fences.
- 6) Location and description of exterior lighting.
- 7) Description of architectural features.

*No application will be considered complete without the above information.*

#### **C. PROCEDURES**

Completed applications shall be submitted not less than 15 business days prior to the scheduled monthly meeting of the Planning Board.

Upon request, preliminary Site Plan conferences are available to the applicant by the Planning Board to review the basic design.

The application will receive its final review at a scheduled monthly meeting of the Planning Board. The applicant, if he is to be represented by counsel or expert witness, is required to notify the Board at least one week in advance. The Planning Board may require that testimony be given under oath and the proceedings recorded.

The Planning Board's final action will be in the form of written statement to the Board of Trustees after review of application at a scheduled monthly meeting of the Planning Board, indicating whether the Preliminary Site Plan is approved, disapproved or approved with special conditions. The Secretary to the Planning Board will send a copy of the Plan and statement to the Superintendent of the Fire Island National Seashore.

Positive recommendation by the Planning Board is conditional upon the Final Site Plan's compliance with all requirements of Federal, State and Local Laws, standards and regulations having jurisdiction.

Recommendations by the Planning Board do not imply or guarantee like action by the Board of Trustees. The Board of Trustees will make final independent assessment of the application.

This application expires when final action is taken at a scheduled public hearing by the Board of Trustees to hear this application. If approved, the applicant may file a Final Site Plan with the Building Inspector and the Planning Board, together with an application for construction permit. If disapproved, the applicant may not submit the same or substantially similar plan for a period of one year without the permission of the Board of Trustees.

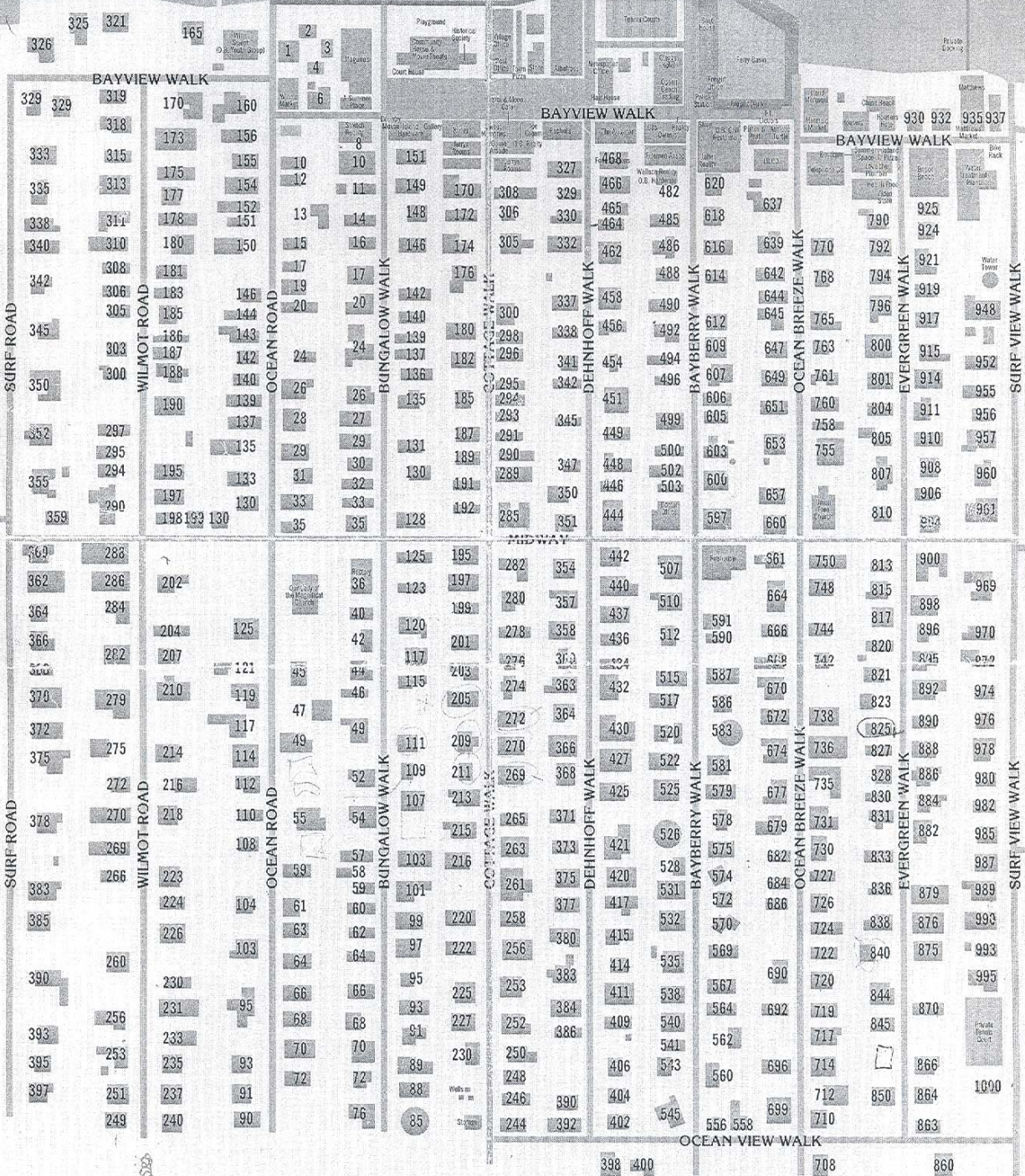
# OCEAN BEACH FIRE ISLAND

GREAT SOUTH BAY

GREAT SOUTH BAY

CORNEILLE ESTATES

SEAVIEW



0 100 200 feet

ATLANTIC OCEAN