



VILLAGE OF FLOWER HILL
1 BONNIE HEIGHTS RD.
MANHASSET, NY 11030
(516) 627-5000
WWW.VILLAGEFLOWERHILL.GOV

PROCEDURES FOR FILING APPLICATION TO BOARD OF ZONING APPEALS

1. INITIAL SUBMISSION:

- a. Two (2) complete application packets, including all items listed below;
- b. Two (2) separate checks made out to the Village of Flower Hill
 - i. **Residential:** \$1,500 filing fee (non-refundable) and a second check for \$2,500 deposit for expenses including, but not limited to, legal fees, legal notice, stenographer.
 - ii. **Commercial:** \$2,500 filing fee (non-refundable) and a second check for \$5,000 deposit for expenses including, but not limited to legal fees, legal notice, stenographer.

EACH PLAN MUST INCLUDE:

All Plans and Drawings must have Signature and Seal of a Licensed Architect or Engineer.

Zoning Information to be Included:

- Zoning Analysis Indicating the Required, Existing and Proposed Zoning Data
- Site Plan to Include:
 - Scale = 1" = 20' or larger
 - Setbacks, Existing and Proposed Grading
 - Existing Trees and Proposed Removals
- Building Elevations
 - Plans, Elevation, Scale = 1/4" = 1'-0"
 - Show Sky Exposure Plane

EACH APPLICATION PACKET MUST INCLUDE:

- BZA application
- Site Plans and Architectural Plans - full sized (folded to 9" x 12"). Rolled plans will NOT be accepted.
- Current Property Survey - dated within 6 months or architect certification that survey represents all current site improvements.
- Denial Letter
- 200' Radius Map and List of Current Property Owners/ Addresses. The Village can prepare these for a \$175 fee.
- Any additional information you would like to submit to the Board prior to the hearing

- 2. NOTICE:** Notice must be sent by certified mail/return receipt to properties within 200 feet of the property between 10 and 20 days prior to meeting. The Village will provide the legal notice to be mailed. The mailing receipts and Affidavit of Mailing must be submitted before the meeting. Because homeowner information may not be current, we recommend adding "or Current Occupant" to addresses.

3. TEN DAYS PRIOR TO HEARING:

- a. Nine (9) additional complete application packets.
- b. Email a PDF of the complete application packet to building@villageflowerhill.gov.



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BOARD OF ZONING APPEALS APPLICATION

SITE ADDRESS: _____

SECTION _____ **BLOCK** _____ **LOT** _____ **ZONE** _____

APPLICANT'S NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

1. STATE PROPOSED VARIANCE/OBJECTION IN DETAIL

2. OWNER _____

ADDRESS _____

PHONE # _____

3 ARCHITECT _____

ADDRESS _____

PHONE # _____



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Affidavit to be Completed by Owner/Agent

STATE OF NEW YORK
COUNTY OF NASSAU:

_____ Being duly sworn, deposes and says he is the
owner /agent of the property owner described in the foregoing application and that the statements
(choose one)
contained herein are true to the best of his knowledge and belief.

Sworn to me this _____ day of _____ 20__

Signed _____ Notary _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED