

PLANNING BOARD OR BOARD OF TRUSTEES  
SITE PLAN REVIEW  
Inc. Village of Farmingdale  
Application Instruction Sheet

FOR PUBLIC HEARING:

Radius Map: This must be drawn to scale and show the names of abutting or adjacent owners, and their section, block, lot number and lot dimensions, all within a two hundred (200) foot radius of the outer perimeter of the subject property.

On a separate sheet of paper list the names and addresses of the property owners covered by this 200 foot radius.

When the application has been received by the Planning Board/BOT and paperwork is found to be correct and in order and the requisite fee paid, the application will be calendared for public hearing. **All costs incurred for the review of the application and the public hearing (i.e. legal notice, attorney fees and court reporter) will be charged back to the applicant.** The Building Department will mail the applicant a copy of the public notice as it will appear in the newspaper. The applicant must mail a copy of this public notice to all of the property owners listed on the 200 foot radius map. Each notice must be sent by certified mail, return receipt requested and postmarked NO LATER than ten (10) days prior to the date of the scheduled public hearing.

When the mailing has been completed, the applicant must submit to the Building Department a notarized Affidavit of Mailing at least two (2) days prior to the date of the hearing, giving the name of the person who mailed the notices, the post office where they were mailed and the date they were mailed.

The applicant shall conspicuously post at least one (1) poster, said poster must not be less than three (3) feet by four (4) feet in size along each street frontage of the property which is the subject of the application at least ten (10) days prior to the date set for the public hearing. Such poster shall contain the following information:

- 1) A brief explanation of the proposed site plan approval request.
- 2) That a public hearing will be held before the Planning Board at a specified date, and the time and place with regard to the proposed hearing.
- 3) Said poster must remain in place until the public hearing has been completed and must be removed no later than seven (7) days thereafter. The applicant, or applicant's agent, shall verify that said poster is still in place on a daily basis and shall promptly replace said poster should it be removed or defaced.

**NOTE:** If application pertains to work already commenced, no further work is to be performed until a decision has been rendered on the application. Applicant must set forth the date work commenced, the date work was halted or completed (if applicable) and complete details as to what work was performed and/or is still to be accomplished as of the date the application is submitted.

<u>FEE</u>	<u>PURPOSE</u>
\$300.00	Site Plan Review
\$600.00	Site Plan Review If Public Hearing required

PLANNING BOARD SITE PLAN REVIEW

Inc. Village of Farmingdale  
361 Main Street  
Farmingdale, NY 11735

DATE OF SUBMISSION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ BUSINESS TELEPHONE: \_\_\_\_\_

ADDRESS OF PREMISES FOR WHICH APPLICATION IS BEING MADE:  
\_\_\_\_\_

SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

(Refer to latest tax bill or contact Receiver of Taxes in Oyster Bay or Nassau County)

\*\*\*\*\*

I hereby certify that all information submitted by me in this application is true to the best of my knowledge and ability.

\_\_\_\_\_  
(Signature of Applicant)

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

On the        day of        , '200 , before me personally appeared \_\_\_\_\_,  
to me known, and known to me to be the individual described in and who executed the  
foregoing instrument, and acknowledged that        executed the same.

\_\_\_\_\_  
Notary Public

PLANNING BOARD SITE PLAN REVIEW

1. Property is located in which District? (Please check one)

- |               |                        |
|---------------|------------------------|
| Residence A   | Office-Residence       |
| Residence AA  | Business D             |
| Residence AAA | Business DD            |
| Residence B   | Business H             |
| Residence BB  | Industrial I           |
| Residence C   | Senior Citizen Housing |
| Residence CC  |                        |

2. Date title to this property was acquired \_\_\_\_\_

3. Has present owner ever owned any adjacent or abutting property?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES" to question 3 above:

A. Date acquired \_\_\_\_\_

B. If ownership of property has since been transferred, date of transfer  
\_\_\_\_\_

**NOTE:** A Chain of Title By must be submitted in the form of either an attorney's affidavit or report of an accredited title company, showing single and separate ownership).

4. Have there been any previous applications by the present owner (applicant) made to this or any other village board concerning this property?

YES \_\_\_\_\_ (give date) \_\_\_\_\_ NO \_\_\_\_\_

SPECIFICATIONS FOR MAIN STRUCTURE

	<u>EXISTING</u>	<u>PROPOSED</u>
Square Footage, Main Floor		
Square Footage, Second Floor		
Square Footage, Basement		
Total Square Footage		
Number of Stories		
Maximum Height of Structure (from curb or existing grade)		
Distance in feet from front of Structure to front lot line (facing front of structure)		
Distance from left side		
Distance from right side		
Distance from back		

PRESENT USE OF MAIN STRUCTURE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SPECIFICATIONS FOR ACCESSORY STRUCTURE

	<u>EXISTING</u>	<u>PROPOSED</u>
Square Footage, Main Floor		
Square Footage, Second Floor		
Square Footage, Basement		
Total Square Footage		
Number of Stories		
Maximum Height of Structure (from curb or existing grade)		
Distance in feet from front of Structure to front lot line (facing front of structure)		
Distance from left side		
Distance from right side		
Distance from Main Structure		

PRESENT USE OF ACCESSORY STRUCTURE (if already existing): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AFFIDAVIT OF SERVICE BY MAIL

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

\_\_\_\_\_, being duly sworn, deposes and says:

That on \_\_\_\_\_, I served the individuals on the attached listing at the addresses as shown on said listing, the Notice of Hearing for Case # \_\_\_\_\_ as issued by the Planning Board of the Inc. Village of Farmingdale, by depositing a true copy of said Hearing Notice which was enclosed in a post-paid, properly addressed envelope with the notation "Certified Mail, Return Receipt Requested", in an official depository under the exclusive care and custody of the United States Postal Service, which official depository is located at \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

Sworn to before me this  
day of \_\_\_\_\_, 200

\_\_\_\_\_  
Notary Public