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**ZONING BOARD OF APPEALS**

\*Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month at 7:30 pm.

\* Application must be submitted at least **FOUR** weeks prior to hearing.

\*Application to Board must include **Eleven (11)** packets to be submitted (**1 original and 10 copies**) of the following:

1. Application
2. Current Survey indicating proposed activity (if applicable)
3. **Four Sets** of stamped blue prints of proposed activity; Remainder of plans can be copies.
4. **ELECTRONIC PLANS MUST BE SUBMITTED WITHIN 7 DAYS OF PAPER SUBMISSION**
5. Flood Plan (if applicable)

(Applications will not be accepted without all **11 packets**)

<b>Filing Fees As Described in Chapter 435</b>	
Residential	\$250.00
Commercial	\$450.00
Special Permit	\$500.00
Renewal of Special Permit	\$300.00
Certificate of Existing Use	\$400.00
<b>Penalty Fee For Existing Structure Built Without Benefit of Permit</b>	
Residential	\$250.00
Commercial	\$450.00

**FILE 10 COPIES**

**FOR OFFICE USE ONLY**

FILED: \_\_\_\_\_

HEARING NO. \_\_\_\_\_

DATE OF PUBLICATION: \_\_\_\_\_

DATE OF HEARING: \_\_\_\_\_

**BOARD OF APPEALS  
INCORPORATED VILLAGE OF PATCHOGUE  
NEW YORK**

\_\_\_\_\_

**In Matter of the Appeal (Application) of:**

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**TO THE BOARD OF APPEALS OF THE VILLAGE OF PATCHOGUE**

\_\_\_\_\_

The above-named applicant respectfully shows:

1. The applicant is the owner, contract vendee, or lessee of the property herein described and acquired such interest on \_\_\_\_\_ 20\_\_ and hereby appeals (applies) to the Board of Appeals of the Incorporated Village of Patchogue, New York (from the order, requirement decision or determination made by the Building Inspector of the said Incorporated Village of Patchogue, dated \_\_\_\_\_, relating to the Building Zone Ordinance of said Village) (for a special exception or permit pursuant to the Ordinance of said Village).

2. The premises affected are located in a \_\_\_\_\_ Zoning District and known as No. \_\_\_\_\_ and are described as follows:

3. The purpose of this application is to obtain a variance or modification of the application of the applicable regulations or provisions of, or special exception or permit pursuant to SECTION \_\_\_\_\_ SUBSECTION \_\_\_\_\_, SUBDIVISION \_\_\_\_\_ of the Code of Ordinances of said Village to permit the following: (EXPLAIN):

4. There (is) (is not) a public school, public library, church, hospital, or orphanage within two hundred (200) feet of the property.

5. The premises affected by this application (are) (are not) within five hundred (500) feet of the Brookhaven Town Line, County or State Park, Building, Road, Parkway, Expressway or County Drainage Channel. If so,

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6. There is attached hereto and made a part hereof a diagram, drawn to scale, showing the premises together with the existing or proposed building or structure with the distance of said building or structure from the street and property lines, the front and side elevations, and the names of adjoining owners and if the application seeks a variance for parking, the diagram shall contain a layout of the parking stalls proposed (each stall approximately twenty (20) feet by ten (10) feet) and the proposed ingress and egress from the parking area. If the application is for a sign variance, there is attached hereto a diagram, drawn to scale, showing the premises together with the existing buildings or structures and the sign or signs to which this application refers and a separate diagram showing all dimensions of sign/signs with the front and side elevations. All applications for two-family dwellings, or extensions, or additions, need a floor plan drawn to scale showing all dimensions and use of each room.

7. Section 809 of the General Municipal Law of the State of New York provides as follows:  
"S 809. Disclosure in certain applications."

"1. Every application, petition or request submitted for a variance, amendment, change of zoning approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant to the extent known to such applicant)."

"2. For the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children or the spouse of any of them (a) is the applicant, or (b) is an officer, director, partner or employee of the applicant, or (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or (d) is a party to an agreement with such an applicant, express or implied whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request."

"3. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section."

"4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor."

The applicant is owner, contract vendee, (lessee) of the property herein described and acquired such interest on \_\_\_\_\_. If applicant is not the owner of the premises, attach the owner's duly acknowledged consent to the application.

Verbatim stenographic minutes are not taken as a matter of course during the public hearing of this board. In the event that the applicant should wish to have such verbatim minutes taken, or in the event that any court shall order the taking of such verbatim minutes, the applicant shall pay the actual cost for the taking of such minutes and the production of a transcript by a certified stenotype reporter, and shall deposit the sum of \$250.00 with the Clerk of the Village of Patchogue prior to the hearing as an advance towards those expenses.

Pursuant to the foregoing, set forth the name, residence address, nature and extent of the interest of any officer or employee of the Village of Patchogue, Town of Brookhaven, County of Suffolk or State of New York, the applicant or appellant. If none, state so.

WHEREFORE, applicant petitions the Board of Appeals for a variance, special exception or permit pursuant to this application.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Attorney (if any)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

STATE OF NEW YORK; COUNTY OF SUFFOLK; SS:

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the Applicant in this application; that he has read the foregoing application and knows the contents thereof; that the same is true to the knowledge of deponent, except as to the matters therein stated to be alleged on information and belief, and that as to those matters he/she believes it to be true.

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ STATE OF NEW YORK; COUNTY OF SUFFOLK

\_\_\_\_\_ being duly sworn, deposes and say that he/she is the \_\_\_\_\_ or \_\_\_\_\_ the corporation named within the application; that he has ready the foregoing application and knows the contents thereof; and that the same is true to his own knowledge except as to the matters therein stated to be alleged upon this information and belief, and as to matters he/she believes to be true. Deponent further says that the reason this verification is made by deponent and not by \_\_\_\_\_ is because the said \_\_\_\_\_ and from the books and papers of said corporation.

Sworn to before me this day

\_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Notary's Signature

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part I based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____	acres
b. Total acreage to be physically disturbed?		_____	acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____	acres
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

Project:

Date:

**Short Environmental Assessment Form**  
**Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project: Date: 

### *Short Environmental Assessment Form Part 3 Determination of Significance*

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)