



Town of Riverhead
Building Department
201 Howell Avenue
Riverhead, New York 11901
(631) 727-3200 x 266, 268, 283, Fax: 208-8039

REQUIREMENTS FOR FILING ZONING BOARD OF APPEALS APPLICATION

ZONING BOARD OF APPEALS MEMBERS:

Fred J. Mc Laughlin -Chairman

Brenda Prusinowski -Vice Chairman

Charles Sclafani

Otto Wittmeier

Rose Saunders

1. Zoning Board of Appeals Application must be signed BY OWNER and notarized.
2. Sign permit application must be signed and notarized, and name and address submitted.
3. Disclosure Affidavit to be signed and notarized.
4. Eight (8) prints of a survey bearing the surveyor's seal. (ALL ORIGINALS).
5. Short Environmental Assessment Form.
6. \$150.00 fee. (additional sign permit fee due upon receipt of Zoning Board approval)
7. A picture or drawing of the sign to scale.
8. Zoning Board of Appeals meet the 2nd and 4th Thursday of the month in the evening, in the meeting room.
9. The papers for the Zoning Board of Appeals must be submitted sixteen (16) days prior to the hearing. Scheduling of the appeal will be on the first available hearing date.
10. After the variance is granted, the sign permit must be applied for (See items above) and the Architectural Review Board must recommend sign.
11. **Sign not to be erected until all approvals are met and permit has been issued by the Building Department.**

THE ZONING BOARD OF APPEALS MEETS TWICE A MONTH (THE SECOND AND FOURTH THURSDAY OF EVERY MONTH). SCHEDULING OF APPEALS WILL BE ON THE FIRST AVAILABLE HEARING DATE.

*******Pick up poster in Planning Department office*******

The code of the town of riverhead requires that all parcels, plats, lots, or premises for which a variance, special exception or use variance is sought must bear an official notice of that fact. The notice, which will be supplied by the town of riverhead, must show the date, place and time of the public hearing or any adjournment thereof, and must be displayed for at least **seven (7) days** immediately prior to said hearing or adjournment. It shall be located not more than ten (10) feet from the front property line and not more than four (4) feet above ground level with an unobstructed view. You will be notified when the hearing date and time are set and should then obtain the official notice from the planning department office in the town hall. Further, the applicant shall send notice to the owners of record of every property which abuts, on each and every property on any public or private street which is across from the property that is the subject of the application. Such notice shall be made by certified mail, return receipt requested, posted at least seven days prior to the date of the initial public hearing on the application and addressed to the owners at the physical mailing addresses listed for them on the local assessment roll in the assessor's office. The applicant or agent shall file an affidavit that he or she has complied with all the provisions of this section and shall also provide a listing of the names, addresses and tax map numbers for the notice by mail. No public hearing shall be held unless such affidavit has been filed.

**APPLICATION TO THE ZONING BOARD OF APPEALS
TOWN OF RIVERHEAD, COUNTY OF SUFFOLK, NEW YORK**

Fee Paid _____ **Appeal Number** _____

Date _____ **Date Received** _____

Action: _____

To the Zoning Board of Appeals:

I (We) _____,

Name(s) of Owner(s)

of _____,

Street Number

Hamlet

State

Hereby appeal to the Zoning Board of Appeals from the decision of the Building Inspector on Application Number _____ dated _____ for a building permit, whereby the building Inspector denied the application for:

- () Erection of structural alteration of building or structure
- () A Certificate of occupancy

1. Location and description of property:

a. Number, Street and Hamlet: _____

b. Side of street (north, south, east, west): _____

c. Nearest cross street: _____

d. Distance to nearest intersection: _____

e. If on corner, which corner: _____

2. Zoning District as shown on Zoning Map: _____

3. Is the subject property in separate ownership from all adjoining properties?

a. If yes, since what date? _____

b. If no, what adjoining property is held by the same owner? _____

4. Names and addresses of adjacent property owners:

5. Type of Appeal:

() A variance to Chapter 108 of the Code of the Town of Riverhead

() A variance due to lack of access (State of New York Town Law, Chapter 62, Cons. Law, Article 16, Section 280a, subsection 3)

() Special Exception

6. Provision of chapter 108 appealed. Indicate Section & Paragraph of the Code by number. DO NOT quote the Code. (This information is available from the Building Department.)

7. In the space below, describe fully the reason for the appeal, including any special or unique circumstances that may have a bearing on the appeal. Attach a copy of the decision of the building department showing the reason for the denial of the building permit.

Copies of permit, decisions or comments from other agencies (including but not limited to the New York State Department of Environmental Conservation, Town of Riverhead Conservation advisory Council, Town of Riverhead Architectural review Board) shall be submitted herewith.

Any additional information deemed to be appropriate may be submitted as attachments hereto.

All appeals or applications to the Zoning board of Appeals shall be accompanied by applicable fee.

There shall be a survey by a licensed land surveyor showing:

1. All dimensions of the subject lot.
2. The location of all existing and proposed structures.
3. The dimensions of all existing and proposed structures.
4. The measurements of front, rear and side yards.
5. The distance between all existing and proposed structures.
6. The location of all freshwater or tidal wetlands or bodies of water within 500' of the subject premises.

Seven prints of the survey bearing the surveyor's seal shall accompany this form.

In case of a corporation or partnership, a statement showing the full names and addresses of all officers of the corporation or partners in the partnership shall be made a part hereof.

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

Sworn on this _____ day of

_____, _____.

Signature(s) of Owner(s)

Notary Public

PROJECT I.D. NUMBER

SEQR

617.21
Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I – Project Information (To be complete by Applicant or Project sponsor)

1. Applicant / Sponsor 2. Project Name

[Empty box for Applicant / Sponsor and Project Name]

3. Project location: Municipality County

[Empty box for Project location details]

4. Precise location (Street address and road intersections, prominent landmarks, etc. or provide map)

[Empty box for Precise location details]

5. Is proposed action:

() NEW () EXPANSION () MODIFICATION / ALTERATION

6. Describe project briefly:

[Empty box for Describe project briefly]

7. Amount of land affected:

Initially: acres ; Ultimately: acres

8. Will proposed action comply with existing or other existing land use restrictions : () YES () NO If No, describe briefly:

[Empty box for Will proposed action comply with existing or other existing land use restrictions]

9. What is present land use in vicinity of project: (describe):

() Residential () Industrial () Commercial () Agricultural () Park/Forest/Open Space () Other

10. Does action involve a permit approval or funding, now or ultimately from any other Governmental agency,(Federal, State or Local) ?

() YES () NO If Yes, list agency(s) and permit/approvals:

11. Does any aspect of the action have a currently valid permit or approval?

() YES () NO If Yes, list agency(s) and permit/approvals:

12. As a result of proposed action, will existing permit/approval require modification?

() YES () NO If Yes, list agency(s) and permit/approvals:

I certify that the information provided above is true to the best of my knowledge

Applicant / Sponsor Name: _____ Date: _____

Signature:

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment



Building Department
Leroy E. Barnes, Jr.
Building Department Administrator
(631) 727-3200 Ext. 601

THE FOLLOWING ITEMS ARE REQUIRED FOR A SIGN PERMIT

A fee of \$100.00 per sign made payable to Town of Riverhead.

Electrical application fee of \$81.00 required for illuminated signs.

***** All new business or changes to tenancy require a Use Permit.***

Sign Company, Address & Phone Number is required

1. Three (3) copies of a drawing of the sign. The drawing MUST be professionally executed, drawn to a uniform scale, and contain at least the following information;
 - a. Colors and PMS numbers noted, and color chips provided;
 - b. Materials of the sign and related attachments;
 - c. Overall size (width and height);
 - d. Size and style of lettering (actual fonts shown to scale and identified);
 - e. Type and location of any lighting used in connection with the sign.
2. Facade sign:
 - a. Specific location of the proposed sign on the building. A drawing and photograph of the entire facade containing the sign must be shown.
3. Freestanding sign:
 - a. Three (3) surveys indicating the proposed location of the sign; sign must be located fifteen (15) feet from the front property line and twenty five (25) feet from each side property line;
 - b. Photos of all existing signs that are presently on the building or property;

INSTRUCTIONS

- (1) This form must be made out and submitted to the Building Inspector. It shall be typed or printed in ink.
- (2) Two (2) copies of a layout or plot plan showing the actual dimensions of the lot or parcel of land upon which the sign is to be erected, the exact size and location on the lot or parcel, of the sign being erected shall be submitted with this application.
- (3) The layout or plot plan need not be to scale and shall be clearly drawn on a piece of paper not less than 8 ½ X 11" and may be drawn in pencil.
- (4) On the layout or plot plan, the following must be shown;
 - a. The dimensions of the plot or parcel.
 - b. The name of adjacent street(s) and/or the names of adjacent owners.
 - c. An arrow indicating north.
 - d. The location of the sign with relation to the front and side yards of the plot or parcel.
 - e. If sign is being erected on a building, the location of the sign with relation to the exterior faces of the building.
 - f. The dimension of the sign and a rough sketch of the design of same.
- (5) All necessary data to compare the application, together with the layout or plot plan, with the requirements for the Zoning Ordinance must be furnished.

Upon approval of this application, the Building Inspector will issue a Zoning Permit to the applicant. It shall be required that the number of the permit be shown on the sign for identification purposes, in numerals at least two (2) inches in height, prominently and permanently on or affixed to the face of the sign thereon.

Application
FOR SIGN PERMIT
Town of Riverhead
Suffolk County, New York

Fee	Receipt No.
Application No
ZB No.....	Date Permit Issued
Date Approved or Denied
<u>Building Inspector</u>	
Board of Appeals No.
Date Granted
Date Denied

Dated:.....
SCTM#

APPLICATION IS HEREBY MADE to the Building Inspector in the Town of Riverhead for the issuance of a Permit pursuant to the Zoning Ordinance of the Town of Riverhead, Suffolk County, New York, for the use and the erection or the structural alteration of a sign or signs, as hereinafter described and as shown on the accompanying layout or plot plan:

1. The sign to be located at..... in the Town of Riverhead,
..... Use District, is to be
Erected or Structurally altered

2. The sign will have an area of Sq. feet, and will be feet in height. The base of the sign will be feet above ground level.

3. The sign will be **Permanent or Temporary** installation.
(circle one)

4. Description of sign: (Check appropriate items below).

- | | | |
|-----------------------|--------------------------------------|----------------------|
| a. Lighted | d. Attached to Building | g. Advertising |
| b. Single Face | e. Facial (Painted or Affixed) | h. Business |
| c. Double Faced | f. Independent Construction | |

6. Materials to be used: _____

7. Has permission been obtained from property owner, if other than the applicant, upon which the sign is to be erected?

All statements made in this application and shown on the attached plot plan are true to the best of my knowledge and belief.

Property Owner Name & Address: _____

Applicant Name: _____

Business Name: _____

Address: _____ Phone Number: _____

(Signature of owner or applicant)

Sworn to before me this _____ day of
_____, 200_____

Notary Public

_____ has submitted papers for a sign permit, dated _____.

NO SIGN CAN BE ERECTED UNTIL THE TOWN BOARD APPROVAL IS OBTAINED AND A SIGN PERMIT IS ISSUED. IT IS ADVISABLE NOT TO ORDER YOUR SIGN UNTIL ALL APPROVALS ARE OBTAINED.

Name

Date

108-56.1. Penalties for offenses against sign provisions. [Added 10-19-1993; amended 8-2-1994]

Any sign installed without benefit of a sign permit pursuant to 108-56 of the Riverhead Town Code shall be charged a civil penalty of **five hundred dollars (\$500.)** in addition to the sign permit and application fee as specified in 52-10 of the Riverhead Town Code. Said civil penalty shall be due and payable upon application for a sign permit.

**READ THIS DOCUMENT CAREFULLY
YOU MAY CONSULT YOUR ATTORNEY BEFORE COMPLETING.**

DISCLOSURE AFFIDAVIT

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

I, _____ an applicant for
the following relief: _____ and being
(Type of Permit)
duly sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.
knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That _____, is a State Officer, is
(Relative)
an officer or employee of Riverhead Town, and:

That this person has an interest in the person, partnership or association requesting the above stated relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- 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 application, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependant or contingent upon the favorable approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

(Signature)

Sworn to before me this _____ day

of _____, _____

Notary Public

Receipt No. _____ Date: _____ Service Cert. No. _____

SCTM# _____ ZB# _____ Electrical License No. _____

APPLICATION FOR ELECTRICAL INSPECTION

Town of Riverhead
(631) 727-3200 Ext. 243

Owner of Property: _____ Phone No. _____

Mailing Address: _____

Name of Contractor responsible for electrical installation: _____

Business Name in full: _____ Phone No. _____

Mailing Address: _____ Cell No. _____

Location of application:

Street and No. _____

Village or Hamlet: _____

State use of premises: Resident Commercial Industrial

Drive Up Window

Service up Grade: Exterior Work _____ Exterior Work: _____ Date of Inspection: _____

Character of Work: _____ Exposed Concealed New Old

Area of proposed construction in total square feet : _____ (information for Building Dept. Only)

Date:	Time:	Insp. Date:	Person Requesting Imps:	Remarks:

Service Information:

Temp Requested

NOTE:

CONTRACTOR OR HOME OWNER MUST CALL THIS OFFICE FOR INSPECTIONS.

Size of Mains: _____ Feeders: _____

Service Enters Building: Overhead Underground

Fee: _____ Type Code: _____

APPLICATION IS HEREBY MADE to the Building Department as per Chapter 52 of the Code of the Town of Riverhead.

STATE OF NEW YORK
COUNTY OF SUFFOLK

_____ being duly sworn deposes and says that he/she is the applicant above named.

He/She is the _____ of said owner or owners, and is duly authorized to perform or have performed the said work and file this application: that all statements contained in this application are true to the best of his/her knowledge and belief; and that all work will be performed in the manner set forth in this application and in the plans and specifications filed herewith.

Sworn to before me this _____ day

Of _____ 200_____

Notary Public _____

Signature of Electrician _____

TO BE COMPLETED BY SUFFOLK COUNTY LICENSED ELECTRICIAN AND RETURNED TO THIS OFFICE