

VILLAGE OF EAST HILLS
INCORPORATED JUNE 24, 1931

209 HARBOR HILL ROAD
EAST HILLS, N.Y. 11576



TELEPHONE: (516) 621-5600
FAX: (516) 625-8736

ZONING BOARD OF APPEALS

APPLICATION FILING REQUIREMENTS

APPLICATION FEE: \$500.00

Ten (10) complete sets of all the following:

- Copy of Denial Letter from Village of East Hills Building Department
- Completed application form
- Authorization form signed by the applicant
- Survey of subject property
- Radius Map for all properties within 200' of the subject property
- List of property owners and addresses for all parcels identified on radius map
- Site Plan, Floor Plans, Elevations and Architectural Drawings

REQUIREMENTS FOR NOTIFICATION TO NEIGHBORING PARCELS

The applicant shall **notify all adjoining property owners within a 200' radius**, as indicated on the Nassau County Land and Tax Map the date and time and subject matter of the hearing.

Notices shall be sent not more than twenty (20) nor less than ten (10) days prior to the date of the public hearing. Said notices shall be sent by certified mail, with return receipt requested, from a Post Office located within Nassau County.

The applicant shall file with the office of the Board proof that said notice has been sent to the adjoining properties within a 200' radius no later than five (5) days prior to the public hearing. Said proof shall consist of: an Affidavit of Mailing, a sample copy of the notice sent, and all post office receipts. All certified mail return receipt green cards must also be submitted.