



Village of Baxter Estates

INSTRUCTIONS REGARDING CONFLICT OF INTEREST AFFIDAVIT

Applications for conditional and special use permits and for all applications for variances shall, in addition to the general requisites here in above set forth, be accompanied by an affidavit executed by all owners of record, contract vendees, lessors and lessees, contract lessors and lessees, which affidavit shall contain the following information, where required:

1. If the affidavit is an individual, he shall set forth his name and residence.
2. If the affidavit is a partnership, joint venture or other business entity, except a corporation, it shall set forth.
 - a) Name and address of the business entity or partnership.
 - b) Date established or created.
 - c) Where created or established.
 - d) Names and residences of all parties in interest showing the nature and extent of the interest.
3. If the affidavit is a corporation, it shall set forth the following:
 - a) Name and business address of the corporation.
 - b) Method of incorporation.
 - c) Name and residence of each officer.
 - d) Name and address of all persons to whom corporate stock has been pledged and with whom any agreement has been made to pledge the said stock.
4. All affiants shall set forth the name and address of all persons, individuals, partnerships and/or corporations, who are the holders of any instrument creating an encumbrance upon the property which is the subject of the petition and shall also state the nature of such encumbrance.
5. All affiants shall state to the best of his knowledge that no person mentioned in his affidavit is a village officer or employee, or is related to a village officer or employee, or, if such not be the case, the affiant shall state the exceptions in full detail.

6. In the event that there is any change in any matter set forth on any affidavit submitted hereunder prior to the time a determination is made concerning the subject premises, the affiant affected by such change shall file a supplemental affidavit within forty-eight (48) hours after such change has occurred giving the full details thereof. The new party introduced by said change, if any, shall within forty-eight (48) hours after such change has occurred also file an affidavit in compliance with the requirements of this paragraph and shall thereafter be subject to all the requirements set forth in this paragraph.
7. Lending institutions licensed or franchised by the State of New York or the government of the United States and public corporations are excluded from the provisions of this Article.

**VILLAGE OF BAXTER ESTATES
PORT WASHINGTON, N.Y. 11050
Telephone (516) 767-0096
Facsimile (516) 767-0058**