

**VILLAGE OF BAXTER ESTATES
315 MAIN STREET
PORT WASHINGTON, NY 11050
Telephone (516) 767-0096
Facsimile (516) 767-0058
Email: building@baxterestates.org**

**VILLAGE OF BAXTER ESTATES
APPLICATION FOR PERMIT FOR CURB CUT OR APRON WIDENING**

The Board of Trustees shall consider any such application at a public meeting, and the applicant shall deliver written notice of such application, and the date, time, and place of the meeting of the Board at which such application shall be considered, to the record owner of each parcel of property within the Village that is within 200 feet of the premises with respect which such application is made. Such notice shall be delivered in the same manner as variance applicants to the Village Board of Appeals must deliver notices of zoning variance applications to neighboring property owners.

Building Permit No. _____ Date _____

Section _____ Block _____ Lot _____

Address _____

Estimated Cost of Construction \$ _____ Area of Work (Square Feet) _____

Name of Owner _____ Telephone _____

Email Address _____

Name of Contractor _____ Telephone _____

Company Name and Address _____

Email Address _____

Nassau County Home Improvement License Number _____

Contact Name _____ Telephone _____

FOR BUILDING DEPARTMENT USE	FOR OFFICE USE
Permit No. _____	Permit Fee _____
	Certificate Fee _____
	Amount Received _____
	Date _____

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Required at Time of Submittal:

- Application Fees: \$250.00 Permit fee + \$1,500.00 deposit for legal fees, legal notices & court reporter - *Any deposit monies not expended will be refunded to the applicant. Additional money may be required if expenses exceed the deposit, these must be paid in full before the permit can be issued.*
 - Sketch showing location of the work to be done, existing curb cuts, distances from the nearest intersection, etc.
- Insurance for Contractor Doing
- Contractor's liability, property damage, and workers' compensation insurance certificates, listing the Village as certificate holder.
 - Liability Insurance – Accord form
 - Disability Insurance – DB120.1 form
 - Workers' Compensation – C-105.2 or U26.3 form
 - A \$2,000.00 Deposit or Bond
 - Proof of notification to all public services (utility call center, water, sewer, cablevision).
 - Owner's Authorizations (Pages 3, 4 and 5)

Required after Submittal:

- Affidavit of Mailing** (Page 8) – An Affidavit of said mailing, setting forth the date of the mailing and the names, addresses, and tax lot designations of the addresses, together with a copy of the Legal Notice. Affidavit shall be filed with the Village Clerk not less than 5 days before the public hearing, recommended to file with the Certified Mail Receipts.
- Certified Mail Receipts** – White and Green slip received when dropping off the mailing. Must be filed with the Village Clerk not less than 5 days before the public hearing, recommended to file with the Affidavit of Mailing.
- Green Certified Mailing Cards** – These will be returned to you in the mail after the mailing is done up to the hearing date. They must be filed with the Village Clerk prior to the commencement of the public hearing. You may bring them the night of the hearing and hand them to the clerk before 7:30 PM.

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**AUTHORIZATION BY OWNER FOR REPRESENTATIVES OF THE VILLAGE OF
 BAXTER ESTATES TO GO UPON SUBJECT PREMISES**

I _____ hereby authorize the members of the Board of Trustees, the Superintendent of Buildings, the Village Engineer or other professional consultant, and legal counsel to the Board of Trustees to enter upon and inspect my property prior to the Board rendering a determination with regard to my application submitted to such Board.

 (Signature of Owner)

Owner's Name: _____
 (Print)

Date: _____

AFFIDAVIT OF LIST OF HOMEOWNERS WITHIN THE 200 FEET RADIUS

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

_____, being duly sworn, deposes and says that they are the owner in fee of the property described in the foregoing application to the Board of Trustees and that annexed hereto is a list of the names and addresses of the owners of record of properties within a radius of 200 feet of the property which is the subject of the foregoing application.

Sworn to before me this
 ____ day of 20__.

 Signature

 Notary Public

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VILLAGE OF BAXTER ESTATES LAND USE APPLICATION
APPLICANT ACKNOWLEDGEMENT OF DEPOSIT OBLIGATIONS

The undersigned, an applicant to a board, department or agency of the Village of Baxter Estates with respect to the development or use of a parcel of real property within the Village, hereby acknowledges that Village Code §§102-1, 175-2 and 175-83, and resolutions adopted by the Board thereunder, require that the undersigned, as a land use applicant to the Village, is liable and shall pay for those fees, costs and expenses set forth in said Code Sections or resolutions, including engineering, legal, advertising, stenographic and consultant expenses, that are incurred by the Village in connection with my application.

I understand that my initial deposit made against such expenses may be insufficient, depending upon the circumstances of my application, and that I shall be responsible for replenishing the amount on deposit upon request of the Village Clerk, and that all amounts due, and owing must be paid before a certificate of occupancy or a certificate of completion with respect to my project will be issued by the Village.

The undersigned, as owner of the affected parcel, acknowledges that any unpaid balance of such expenses shall constitute a lien upon the parcel that is the subject of this application, pursuant to Village Code §102-7.

Signature of Property Owner-Applicant

Date

Signature of Applicant
(if different from Property Owner)

Date

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GENERAL MUNICIPAL LAW, § 809 provides as follows:

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 purposes 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, grandchildren, or the spouse of any of them is:
 - a. the applicant or is an officer, director, partner or employee of the applicant, or legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or 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. In the County of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the Election Law.
4. Ownership of less than five percent 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.
5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

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NOTICE TO PROPERTY OWNERS
CURB CUT APPLICATION

TO: _____

PLEASE TAKE NOTICE THAT the undersigned has made application to the Board of Trustees of the Village of Baxter Estates for a curb cut change on _____ with respect to the premises at _____

Owner's Name: _____

Described on the Nassau County Land & Tax Map as:

Section: _____ Block: _____ Lot(s): _____ Zone: _____

A public hearing will be held by the Board of Trustees, on this application at the Village Hall, 315 Main Street, Port Washington, New York, on _____, _____, 20____ at 7:30 PM.

This notice is sent to you by first class certified mail/return receipt requested.

Applicant's Signature

Dated

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AFFIDAVIT OF MAILING

STATE OF NEW YORK)

) ss:

COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that on the ____ day of _____, 20__ they served the Notice attached hereto upon the annexed list of property owners: by depositing same securely enclosed in a postpaid wrapper in the Post Office regularly maintained by the United States Government in the County of Nassau, State of New York,

That said notice was mailed by certified mail, return receipt requested, as per attached list.

(Signature)

Sworn to before me this
____ day of _____ 20__.

Notary Public