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# **BOARD OF TRUSTEES APPLICATION AND** **REQUIREMENTS FOR APPROVAL**

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**PLEASE BE ADVISED THAT APPLICATION SUBMISSION IS BY APPOINTMENT ONLY.**  
**PLANS ARE TO BE SUBMITTED FOUR (4) WEEKS IN ADVANCE, BASED ON THE**  
**SUBMISSION SCHEDULE. SUBMISSION IS INCOMPLETE WITHOUT AN APPOINTMENT.**  
PLEASE CALL (516) 626-0800 TO MAKE AN APPOINTMENT WITH MICHAEL MALATINO,  
SUPERINTENDENT OF BUILDINGS

**TEN (10) COLLATED SETS AND ONE FLASH DRIVE OF ALL DOCUMENTS LISTED BELOW MUST BE SUBMITTED FOUR (4) WEEKS PRIOR TO THE MEETING INCLUDING THE FOLLOWING FEES. THE SAME IS REQUIRED FOR ALL REVISIONS REQUESTED AFTER A WALKTHROUGH**

- 1) Ten (10) copies of the application.
- 2) Ten (10) copies of the last Deed of Record showing the applicant's name.
- 3) Ten (10) copies Cover letter to the Village Administrator requesting to be placed on the agenda to present your application before the Board of Trustees. Include in your cover letter an explanation of proposed construction of a new home, alteration(s) or addition(s).
- 4) Ten (10) copies of the Certification letter signed and sealed from the Village Engineer and architect with all calculations.
- 5) Ten (10) copies of 24" x 36" survey, signed and sealed by a licensed surveyor or engineer, site plan showing location of structures, drainage plan and topographical survey (to scale and no more than two years old).
- 6) Ten (10) sets of complete drawings to scale, signed and sealed to include: Structural drawings and signed and sealed site plan prepared by a licensed architect or engineer, floor by floor elevations with cubic volume calculations and 10 sets of 4-sided, ¼ inch scale, colored renderings OR 1/8 inch scale model.
- 7) Ten (10) copies 11" x 17" color photos of a Sample Board, and all exterior materials. Note: In addition to the Ten copies one (1) 24" x 36" original sample board must be presented at the hearing.
- 8) Ten (10) copies of the Sample Sheets, signed and notarized by homeowner; and Ten (10) copies of Catalogue Cut Sheets with color photos for all exterior materials including doors, windows, gutters and leaders.
- 9) Ten (10) copies of the Individual/Corporate (as applicable) Disclosure Affidavit signed by all owners.
- 10) Ten (10) copies of the Completed Short Environmental Assessment Form (NYS DEC Form).
- 11) Ten (10) copies of the Completed Representation/Notification Affidavit.
- 12) A Flash Drive containing a digital copy of all of the above documents.

**NOTE:** For required walk through visit, the site will need to be marked with various colored ribbons to distinguish house footprint, driveway and all other amenities and must include a height pole showing maximum height and first floor elevation. ANY REVISIONS REQUESTED MUST BE MADE AND SUBMITTED WITH TEN (10) COPIES AND ONE FLASH DRIVE NO LESS THAN THREE DAYS BEFORE THE MEETING

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**BOARD OF TRUSTEES APPLICATION FEES**

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- Filing Fee (non-refundable) - \$650.00
  - Deposit for a Special Use/Exception Permit or for a change of zone under §216-62 - \$7,000.00
  - Initial Application Deposit for a Special Exception Permit or Special Use Permit - \$10,000.00
  - Deposit to renew and amend Special Exception Permit or Special Use Permit - \$2,000.00
  - Deposit for all other applications to the Board of Trustees, which require a public hearing - \$3,750.00
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**LANDSCAPE REQUIREMENTS**

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Ten (10) color 1-inch = 20 feet scale computer generated Landscape Plans, signed, sealed and prepared by a NYS Licensed Landscape Architect and must include a chart and keys detailing the following:

- Tree # for proposed tree removal(s) showing quantities, location, size (caliper) botanical and common name
- Calculation for tree removal must show the total requested trees and caliper inch removal plus 10% for replacement in accordance with the *Village of Old Westbury Tree Removal Code*.
- Include on the Landscape plan: Existing and proposed site amenities, house, driveway, pool, tennis court, terraces, patios, decks and any other site structure(s).

**PLEASE NOTE:**

- 1) The Licensed Landscape Architect must be present at the Board meeting.
- 2) Trees to be removed will require a tree removal permit issued by Michael Malatino, Superintendent of Buildings.

I understand any changes to the resolution will result in a fine Under Section 216-166, Penalties for Offenses. Each violation of this article shall be punishable by a fine of not more than \$25,000.00. In addition to such fine, the violator shall pay all costs and expenses incurred by the Village in proving such violation. I understand that any legal fees that exceed the initial deposit will require a new deposit to be made and all unclaimed funds shall become property of the Village, as per Section 103-5, seen below.

\_\_\_\_\_

Owner

\_\_\_\_\_

Dated

\_\_\_\_\_

Architect

\_\_\_\_\_

Dated

**§ 103-5: Additional deposits; return of excess deposit.**

Notwithstanding any other section of this Code, in the event that the amount of deposit required in § 103-3 is exhausted, then the applicant shall at such time as may be fixed by the appropriate board or administrative official, as the case may be, pay to the Village an additional deposit in the same amount as the original deposit. This shall be done as often as required until the conclusion of the application. In the event that the amount of the deposit shall exceed said cost at the conclusion of the particular application, the unused portion of the deposit shall be returned to the applicant, provided that the applicant shall, within six months thereof, file with the Village Clerk a written demand for such refund. All unclaimed deposits shall become the property of the Village six months after the filing of the final determination by the Village.



**SPECIAL USE/EXCEPTION PERMIT**

Board of Trustees  
Village of Old Westbury,  
New York

In the Matter of the Application of

\_\_\_\_\_  
\_\_\_\_\_ X

to the Board of Trustees of the Village  
of Old Westbury, New York, for a permit  
under Section(s) \_\_\_\_\_  
of the Zoning Ordinance of said Village  
\_\_\_\_\_ X

**APPLICATION FOR SPECIAL USE/  
EXCEPTION PERMIT**

\_\_\_\_\_, the undersigned, the owner of the property herein described,  
hereinafter called Applicant, hereby applies to the Board of Trustees of the Village of Old Westbury, New York,  
for permission to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and hereby states:

1. The following is a description of said property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Old Westbury, New York; being designated as Section \_\_\_\_\_,  
Block \_\_\_\_\_, Lot \_\_\_\_\_, on the Land and Tax Map of the County of Nassau and shown on the  
diagram annexed hereto and made a part hereof, and which property is in a \_\_\_\_\_  
District.

2. Applicant became the owner of said property on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

3. The proposed structure and/or use is as follows:

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4. This application is made under Section(s) \_\_\_\_\_ of the Zoning Ordinance of said Village.

5. Is the proposed structure and/or use to be located in a Special Groundwater Protection Area?

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6. Describe the effects that the proposed use of the property or the erection, alteration or maintenance of the proposed building and structure will have upon (a) the value of property in the Village; (b) health, safety and general welfare; (c) the neighborhood or the residents thereof; and (d) the essential character of the neighborhood.

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7. Set forth any variances from the controlling sections of the Village Code or State Law that will be requested:

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**BOARD OF TRUSTEES**  
**REPRESENTATION/NOTIFICATION AFFIDAVIT**

Owner of Property:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contract Vendee (if applicable):

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Address of Representative:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Address of Notification:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

STATE OF NEW YORK )

: SS .

COUNTY OF NASSAU )

\_\_\_\_\_, being duly sworn, deposes and says: that he/she is the person who signed the foregoing application for a permit; that he/she is authorized by the principal to make said application; that the statements set forth therein are true; that the proposed work stated in said application is authorized by the owner in fee; that if any changes are made during construction, he/she will file amended plans before making such changes.

Subscribed to and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Notary's official signature



