

**REQUIREMENTS FOR SUBMISSION OF AN APPLICATION
FOR
ZONING BOARD OF APPEALS**

Application filled out in triplicate and notarized in all places required.

Fee for residential applications is \$1,000 and a \$1,000 deposit. Fee for nonresidential applications is \$2,500 and a \$2,500 deposit. Check is made payable to Inc. Village of Russell Gardens.

Provide 8 sets of plans signed and sealed by an Architect or Engineer licensed by the State of New York.

When hearing date is set, neighbor notifications must be sent out by certified return receipt mail delivery. Proof of delivery, list of neighbors notified (within 200 feet of applicant's property), an affidavit of the mailing of such notices with the certified mail receipts and any undelivered notices that were returned to the applicant must be filed with the Clerk of the Zoning Board of Appeals, not less than five days prior to the hearing date.

If the variance is granted, the applicant has 90 days to obtain their building permit or else the variance will expire.