



Village of Russell Gardens

Incorporated 1931

6 Tain Drive, Great Neck, NY 11021- 4423

(516) 482-8246

www.russellgardens.com

Mayor
David M. Miller

Deputy Mayor
Lawrence Chaleff

Trustees
Ron Nahum
Andrew Rouchou
Robin Sherman

Clerk Treasurer
Melissa Mandelbaum

Deputy Clerk
Treasurer/Court Clerk
Eileen Clancy

Legal Counselor
Andrea Tsoukalas
Curto

Building Department
Commissioner
Robert Barbach

Superintendent of
Buildings
Kristofer De Paola

Updated March 5, 2026

REQUIREMENTS FOR SUBMISSION OF AN APPLICATION FOR ZONING BOARD OF APPEALS

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

Fee for residential applications is \$1,000 and a \$3,000 deposit. Fee for nonresidential applications is \$2,500 and a \$5,000 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, lists 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 applicants must be filed with the Clerk of the Zoning Board of Appeals, not less than five (5) 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.