

VILLAGE OF KINGS POINT
BOARD OF TRUSTEES



APPLICATION FOR SPECIAL EXCEPTION

1. Complete the information required in the blanks below.

Subject Property Owner: _____

Subject Property Address: _____

Nassau County Tax Map Section: _____ Block: _____ Lot(s): _____

Telephone: _____ Mobile Phone: _____

Fax: _____ Email: _____

Briefly describe proposed exception: _____

The undersigned hereby requests approval from the Village of Kings Point Board of Trustees for a Special Exception in accordance with Village Code Section _____ (161-8 or 161-15).

Print name of subject property owner

Signature

Date

2. Provide a copy of the most recent deed.
3. Provide an up-to-date survey of the subject property, signed and sealed by a NY State licensed land surveyor, which shows the lot area of the property, contoured site topography, all existing structures, and all other site features-both natural and man made.
4. Include a table of operations setting forth all of the proposed programs and activities that will be taking place on the premises, and the days, hours, and expected attendance at such programs.
5. Provide any and all documentation needed to show the size, location, and use of all existing and proposed buildings, structures, facilities, and open areas. Include the provisions to be made for screening, traffic flow, fencing, parking, and lighting. Such documents shall include but not be limited to, a current survey, existing site photographs, site plan, landscape plan, floor plans, building façade elevations, details, sections, & material manufacturer's literature.
6. Provide a completed Environmental Assessment Long Form.
7. Provide an Application Fee of \$1000.00. Checks are payable to the Village of Kings Point.
8. Provide a Deposit of \$5,000.00 on a separate check, payable to the Village of Kings Point.
9. The completed application must be filed with:

Village Clerk-Treasurer
VILLAGE OF KINGS POINT
32 Steppingstone Lane
Kings Point, New York, 11024
(516) 504-1000

***A complete application consists of ten (10) packets: One (1) set of originals and nine (9) sets of copies of this application form along with all other documents listed above. Please call if you have any questions.**