



# Board of Zoning Appeals

## Town of North Hempstead

---

210 Plandome Road • Manhasset, NY 11030 • (516) 869-7667 • (516) 869-7812 fax

### **RULES FOR FILING OF NOTICE OF A PUBLIC HEARING** **Business, Industrial & New Dwellings**

- Forms required for notification shall be provided by the Secretary of the Board.
  - The applicant shall notify all property owners within a 300 foot radius of the premises as indicated on the latest Nassau County Assessment Roll prepared for the Town General Tax Levy.
  - Notices shall be sent not more than twenty (20) nor less than ten (10) days prior to the date of the public hearing. Said notices shall be sent by certified mail, from a Post Office located within Nassau County.
  - The applicant shall file with the Office of the Board proof that said notice has been sent to the affected property owners no later than five (5) days prior to the public hearing . Said proof shall consist of: an Affidavit of Mailing, a sample copy of the notice sent and all post office receipts.
- 

**SEE ATTACHED FORMS**

**Board of Zoning Appeals**  
**Town of North Hempstead**

---

**AFFIDAVIT OF MAILING**

APPEAL # \_\_\_\_\_

(Name)....., being duly sworn, deposes and says that on the .....th day of....., he/she served the NOTICE attached hereto upon the following owners of record of all adjoining properties, as indicated on the latest TNH General Tax Roll, at the address indicated by the deposing same securely enclosed in a postpaid envelope in the post office regularly maintained by the U.S. Government at ....., in the County of NASSAU, and that said Notice was mailed by certified or registered mail, return receipt requested, which receipt is attached hereto and forms a part hereof.

**OWNER/ADDRESS**

**Section/Block/Lot(s)**

.....  
.....  
.....  
.....  
.....  
.....  
.....

[attach additional sheet if necessary]

**X** \_\_\_\_\_

Sworn to before me this  
.....day of....., 20.....  
.....  
[ Notary]

**NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE that a public hearing will be held by the Town of North Hempstead Board of Zoning Appeals on:**

**Wednesday \_\_\_\_\_, 20\_\_\_\_\_, at 9:30 AM in the Town Board Room, Town Hall, 220 Plandome Road, (second floor), Manhasset, N. Y. on the following matter(s):**

**Appeal Number:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot(s)** \_\_\_\_\_

**Applicable code section(s)** \_\_\_\_\_

**Appeal or variance requested** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**All interested persons are invited to appear at said date and time.**

**For further information, contact:**

**Applicant name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone/fax:** \_\_\_\_\_

**Website/E-mail:** \_\_\_\_\_