



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 Residential Additions & Alterations

- **Forms required for notification shall be provided by the Secretary of the Board.**
 - **The applicant shall notify all adjoining property owners 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.**
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SEE ATTACHED FORMS

Board of Zoning Appeals

Town of North Hempstead

AFFIDAVIT OF MAILING

APPEAL # _____

(Name)....., being duly sworn, deposes and says that on theth 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 depositing 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: _____