

**BOARD OF TRUSTEES  
VILLAGE OF QUOGUE, NEW YORK**

Application for Special Exception Review

Property Address: \_\_\_\_\_

SCTM Number: 0902-\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**I. GENERAL INFORMATION:**

(a) Applicant's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

(b) Landowner's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

NOTE: If the applicant does not own the property, an Owner's Endorsement is needed.

(c) Applicant's Agent Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

If the applicant or Landowner is an entity (i.e. corporation, partnership, LLC or Trust), a separate owner's endorsement identifying the party authorized to act on behalf of such entity is to be provided.

(d) All communications with respect to this application are to be forwarded to the following person until further notice:

\_\_\_\_ Applicant      \_\_\_\_ Landowner      \_\_\_\_ Applicant's Agent

**II. PROPERTY INFORMATION:**

(a) General Location of Property: \_\_\_\_\_ side of \_\_\_\_\_

\_\_\_\_\_ (street), \_\_\_\_\_ feet \_\_\_\_\_ (direction) of \_\_\_\_\_

\_\_\_\_\_ (nearest intersection).

(b) Zoning district: \_\_\_\_\_

(c) Special Areas: \_\_\_\_\_ Coastal Erosion \_\_\_\_\_ FEMA \_\_\_\_\_ Wetlands  
\_\_\_\_\_ Central Pine Barrens Zone

(d) Lot Area (sq. ft./acres): \_\_\_\_\_

(e) The latest deed(s) describing this parcel is/are recorded in the Suffolk County Clerk's office as follows (please provide a copy of the deed):

Date \_\_\_\_\_ Liber \_\_\_\_\_ Page \_\_\_\_\_  
Date \_\_\_\_\_ Liber \_\_\_\_\_ Page \_\_\_\_\_

(f) Are there any covenants, easements or recorded instruments (please provide a copy)):

Date \_\_\_\_\_ Liber \_\_\_\_\_ Page \_\_\_\_\_  
Date \_\_\_\_\_ Liber \_\_\_\_\_ Page \_\_\_\_\_

**III. CHARACTERISTICS OF THE PROPERTY AND SURROUNDING LANDS:**

(a) Current use and conditions of the Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List and provide a copy of Certificate(s) of Occupancy and any decisions of the Planning Board, Zoning Board of Appeals, Design Review Board and/or Board of Trustees

(b) Current use, zoning and conditions of surrounding lands within 200 feet \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. PROPOSED USE AND IMPROVEMENTS:**

(a) Proposed use of the Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Definition of Use as per §196-2 of the Village Code or provide generally accepted definition of the use where it does not exist in the Village Code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Section of the Village Code requiring Special Exception Review: §196 -

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(d) Provide and attach a written description of the project, proposed use and operation thereof, including a detailed explanation of the nature of the business, number of employees, design concept, the objective of the project sponsor and how the project will comply with the standards of the code, including but not limited to the specific conditions assigned to the proposed use and the following:

- (1) the use will be in harmony with and promote the general purposes and intent of the Village Code;
- (2) the lot area is sufficient, appropriate and adequate for the use and the reasonably anticipated operation and expansion thereof;
- (3) the proposed use will not prevent the orderly and reasonable use of adjacent properties, particularly where they are in a different district;
- (4) the site is particularly suitable for the location of such use in the Village;
- (5) the characteristics of the proposed use are not such that its proposed location would be unsuitably near to a church, school, theater, recreational area or other place of public assembly;
- (6) Access facilities and off-street parking are adequate for the estimated traffic from public streets and sidewalks, so as to assure the public safety and to avoid traffic congestion;
- (7) adequate buffer yards and screening are provided where necessary to protect adjacent properties and land uses;
- (8) adequate provisions will be made for the collection and disposal of stormwater runoff from the site and of sanitary sewage, refuse or other waste, whether liquid, solid, gaseous or of other character; and
- (9) the proposed use recognizes and provides for the further specific conditions and safeguards required for the particular use as set forth in the Zoning Code.

(e) Are variances necessary? If so, please describe and advise of the status of the application to the ZBA: \_\_\_\_\_

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(f) Is any application pertaining to this property on file with any other governing agency (i.e. Planning Board, NYSDEC, SCDHS, SCDPW, Town Trustees)? If yes, describe and attach a copy of the decision or application: \_\_\_\_\_

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(f) Attach a survey or site plan showing clearly existing conditions and proposed changes (if any) to the Property. Where changes to the site are anticipated, the survey or site plan must depict existing and proposed buildings and structures, floor area, lot coverage, building height, number of units/ tenants, off-street parking, utilities, sewage and drainage facilities, lighting, landscaping, and signs.

**V. ENVIRONMENTAL REVIEW UNDER SEQRA AND CHAPTER 87 OF THE VILLAGE CODE:**

(a) Is the proposed action a \_\_\_\_\_ Type I, \_\_\_\_\_ Type II or \_\_\_\_\_ Unlisted Action?

(b) An Environmental Assessment Form, Part I must be submitted for all Unlisted and Type I Actions.

**VI. CERTIFICATION:**

I hereby certify that the above statements and information, and all statements and information contained in the supporting documents and drawings submitted herewith are true and correct.

Date: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Applicant's Signature:

NOTE: If the applicant is not the owner, then an Owner's Endorsement must be annexed hereto.

The applicant and Owner must all provide the required Public Disclosure Form in accordance with §809 of the General Municipal Law