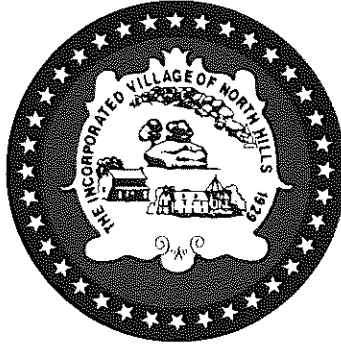


Village of North Hills

Marvin Natiss
Mayor

Dennis Sgambati
Deputy Mayor

Elliott Arnold
Phyllis Lentini
Gail J. Cohen
Trustees



Marianne C. Lobaccaro
Village Administrator

A. Thomas Levin
Village Attorney

Donald Alberto, R.A.
Superintendent of
Building Department

(516) 627-3451
Fax (516) 627-0703

One Shelter Rock Road, North Hills, N.Y. 11576

www.villagenorthhills.com

PROCEDURES FOR FILING APPLICATION TO BOARD OF TRUSTEES

PROVIDE FOURTEEN (14) COLLATED SETS OF THE FOLLOWING DOCUMENTS:

1. **Cover letter addressed to the Mayor and Board of Trustees including owners name, property address and description of project**
2. **Completed, Notarized Board of Trustees Application**
3. **Environmental Assessment Form (short form for single family, long form for all others)**
4. **Disclosure Affidavit**
5. **Survey of Property**
6. **Architectural Plans or Description of Project (site plan, floor plans)**
7. **Radius Map and List of Adjoining Property Owners including *:**
 - a) **250 foot radius of all properties, (including condominium units) with the name and address of property owner, section, block and lot number**
 - b) **All uses with 400 feet**
 - c) **A statement if there are any county or state facilities within 500 feet**
 - d) **Stamp and signature of engineer or surveyor on maps**
8. **Filing Fee (varies with each application)**

***After filing the application, the Public Hearing notice must be sent certified mail, return receipt requested to all properties within a 250 foot radius (including condominium units) at least 10 business days prior to the date of the hearing. All mailing receipts must be submitted to the village office prior to the meeting along with an affidavit of mailing.**