



**INCORPORATED VILLAGE OF BAYVILLE
NEW YORK
BUILDING DEPARTMENT
34 SCHOOL STREET, BAYVILLE N.Y. 11709
Phone: (516) 628-1439 X121 BUILDINGDEPT@BAYVILLENY.GOV**

FEE - \$150

**REQUIREMENTS FOR APPLICATION FOR CHANGE OF USE PERMITS
(Please read carefully. Incomplete applications will be rejected.)**

Application for change of use permit shall be made on a form provided by the Building Inspector (see the attached application form). Each application must be accompanied by a completed short environmental assessment form (also attached).

Every application will be reviewed for compliance with the provisions of the Zoning Ordinance applicable to the proposed use and the zoning district in which the subject property is located. In order to enable this review, the following information is required to be submitted with the application:

1. A plot plan, drawn to scale and signed by the person responsible for such drawing, showing the manner in which the land is proposed to be used (including location of any buildings and all accessory uses, such as off-street parking);
2. A floor plan, drawn to scale and signed by the person responsible for such drawing, showing the manner in which all areas of the building or buildings are proposed to be used;
3. If there is not enough room on the application to provide an adequate description of the proposed use, a supplemental narrative should be provided.

Please be advised that all information must be submitted in duplicate. All revisions must likewise be submitted in duplicate. All drawings and plans must identify the property in question and the individual responsible for producing such drawing/plan. All drawings and plans must be dated and any revisions must also be noted and dated.

Once the Building Department has received a complete application, the proposal will be reviewed for compliance with all of the applicable provisions of the Zoning Ordinance.



**INCORPORATED VILLAGE OF BAYVILLE
NEW YORK**

BUILDING DEPARTMENT

34 SCHOOL STREET, BAYVILLE N.Y. 11709

Phone: (516) 628-1439 X121 BUILDINGDEPT@BAYVILLENY.GOV

APPLICATION FOR CHANGE OF USE PERMIT

(Type or print neatly. Illegible applications will be rejected. Faxed copies will not be accepted.)

ADDRESS: _____

APPLICANT: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE#: _____ EMAIL ADDRESS: _____

OWNER (If not applicant): _____

EXISTING USE: _____

PROPOSED USE INFORMATION

(For mixed use buildings, check all that apply, including existing uses to remain)

RESIDENTIAL USES:

Single Family Dwelling with Home Occupation

NON-RESIDENTIAL USES:

- Business/Office
- Medical Office
- Standard Restaurant
- Take-out Restaurant
- Bar/Nightclub
- Laundromat
- Other: _____
- Retail
- Wholesale
- Storage/Warehouse
- Automobile repair
- Automobile sales
- Place of Worship

DESCRIBE PROPOSED USE(S) IN DETAIL (For non-residential uses, indicate the number of employees anticipated, for Laundromats, the number of washing machines; for automobile repair, the number of work bays as well as employees): _____

Applicant's signature

PRINT NAME HERE: _____

Date

For office use only