

*Incorporated Village Of Lawrence*  
196 Central Ave Lawrence NY 11559  
516-239-3987  
Fax 516-239-9657  
Building Department  
**Board of Zoning Appeals**  
**Instructions for Variance Application**

The following items must be submitted to the Building Department by the submission deadline (please note, additional items may be required and some listed items may not be required depending on the nature of the variance requested):

1. One (1) original and eight (8) copies of a fully filled out, signed and notarized BZA Variance Application (*BZA APP-1*)
2. One (1) original and eight (8) copies of the typewritten petition signed by the homeowner to include:
  - a. Descriptions of the property, address, section, block, and lot numbers and state any improvements to the property. Additionally, please indicate the length of residency at this property.
  - b. State the request being made in the building now being appealed.
  - c. State whether previous applications have been made for the same or similar relief.
  - d. State whether previous applications have been made for any other relief, such as prior variances.
  - e. State any relief that has been granted, including nature of relief, date approved, etc.
  - f. State the section(s) of the Village Ordinance from which relief is being sought.
  - g. State the basis for requesting such relief, e.g.: hardship.
  - h. All evidentiary materials and/or any additional information pertinent to the application.
  - i. Letters of support from the most impacted neighbors should be submitted with the petition.
3. One (1) original and eight (8) copies of a fully filled out, signed and notarized Homeowner Affidavit (*BZA HA-1*)
4. One (1) original and eight (8) copies of a fully filled out and signed Notice of Appearance (*BZA NA-1*).
5. Nine (9) copies of the denial letter sent by the Building Department.
6. Nine (9) copies of detailed plans of proposed work. All plans are to include dimensions, elevation heights and data.
  - a. Proposed site plan including the existing conditions data as a composite drawing.
  - b. Proposed building floor plans.
  - c. Proposed roof plan.
  - d. Proposed building sections including existing building assemblies to be altered.
  - e. Proposed building elevations.
7. Nine (9) copies of the 3-inch storm water retention system design.
8. Nine (9) copies of the completed Code Relief Description form (*BZA CR-1*).
9. Nine (9) copies of photographs including, but not limited to front, rear, & side elevations.
10. Nine (9) copies of current & proposed street views of the subject property and neighboring properties.

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11. Nine (9) copies of an aerial photograph of the subject property and the neighboring properties.
12. Nine (9) copies of a Part 1 Short Environmental Assessment Form (SEAF) in accordance with State Environmental Quality Review Act (SEQRA)
13. Nine (9) copies of a 300-foot radius map of the subject property and nine (9) copies of the list of names and addresses of the properties shown on the map.
14. Electronic copies of items #1 to 13 must be emailed to [tcapone@villageoflawrence.org](mailto:tcapone@villageoflawrence.org). All files must be in .pdf, .jpg, .jpeg, .png, .docx, or .doc format.

All documents must be folded, collated, and separated into nine individual sets or they will not be accepted.

All applicants are required to serve legal notice accompanied by a filled out and signed Notice of Variance Hearing (*BZA N-1*) to all property owners within a 300-foot radius of the subject property. All notices are to be mailed first class and post-marked a minimum of fourteen (14) days prior to the date of the hearing. Affidavit of Serving Notice (*BZA ASN-1*) must be submitted at least ten (10) days prior to the hearing date.

Upon BZA approval, please be reminded that no work is to commence until a building permit is obtained.