

**INSTRUCTIONS FOR FILING
BOARD OF APPEALS APPLICATIONS**

1. All questions must be answered and blank spaces filled in - use form provided - do not make changes in size or format.
2. The answer to Question No. 3 should be specific to the proposed construction indicating size, height, location and use (e.g. a 10'x20' one-story rear addition for use as a family room).
3. The owner/applicant/appellant must sign the application in the spaces provided
4. **An accurate survey of the property indicating all structures thereon must be included with the application.**
5. Preliminary drawings of the proposed construction must be included with the application (drawings **must** be reduced to "**HALF SIZE**" **no larger than 18" X 24"**).
6. Photographs of front of house and all areas affected by proposed construction must be included.
7. The original and seven copies of the entire application must be filed for one-family dwellings (original and eight copies for all others). **ALL DOCUMENTS MUST BE FOLDED, COLLATED AND STAPLED INTO EIGHT INDIVIDUAL SETS OR THEY WILL NOT BE ACCEPTED.**
8. **Non-refundable fees are payable upon filing: \$250 for residential under \$20,000; \$500 for residential over \$20,000; \$500 for commercial under \$20,000; \$2,500 for commercial over \$20,000. Freestanding backboard \$25.00.**
9. Commercial properties abutting a county road must file the Nassau County Disclosure Form with applications.

PLEASE NOTE:

1. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
2. **APPLICATIONS ARE TAKEN IN CHRONOLOGICAL ORDER.**
3. **HEARING DATES DEPEND ON CASE LOAD AND ARE NOT GUARANTEED.**