



Incorporated Village of Westhampton Beach
 165 Mill Road, Westhampton Beach, New York 11978
 Email : clerk@ westhamptonbeach.org www.westhamptonbeach.org
 (631) 288-1654 – Fax (631) 288-4332

Trustee Special Exception Permit Application

Please check which permit you are applying for *IF you are applying for more than one permit, you must submit ONE (1) Application PER Requested Permit.

Permits for Outdoor Dining, Outdoor Tables, Chairs and/or Benches, Outdoor Music, Entertainment and Outdoor Sales and Displays are issued annually, and applications must be received by February 1st in order to ensure a permit is approved by the Board of Trustees and secured for the calendar year. Submission after February 1st cannot be guaranteed a permit.

NEW APPLICATION FEE: \$350 RENEWAL APPLICATION FEE: \$150.00

*IF THERE ARE NO MODIFICATIONS TO YOUR PREVIOUSLY APPROVED APPLICATION (LAST YEAR), then you only need to submit this application, a copy of last years approved site plan and the application fee. ***YOU MUST INDICATE WHAT PERMIT YOU ARE APPLYING FOR BELOW.** IF THERE ARE MODIFICATIONS TO YOUR PREVIOUSLY APPROVED APPLICATION (LAST YEAR), Then your application is considered NEW and you must submit the required documents as detailed below.

PROPERTY OWNER INFORMATION:

Property Location: _____, Westhampton Beach

Suffolk County Tax Map Number: 905 - ____ - ____ - ____

Property Owners Name: _____

Mailing Address of Property Owner:

APPLICANT INFORMATION:

Applicant Name: _____

Home Phone # (____) _____ Work Phone # (____) _____ Cell Phone # (____) _____

Email Address of Applicant: _____

Business Name: _____

Business Address: _____

Are there currently any VIOLATIONS of Village Code OR ANY OTHER MUNICIPALTY at the proposed location?
 YES ____ NO ____

If "YES" Pease list and describe all violations:



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CHANGE OF USE:

From: _____

To: _____

SUBMIT THE FOLLOWING:

Plot Plan- showing location of tables, chairs, desks and number of people occupying space, together with Special Exception Referral Application (annexed hereto)

FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT

<input type="checkbox"/>	NEW / MODIFIED OUTDOOR DINING (Complete Section I) Pursuant to Chapter 196-1
<p>*Must have a VALID CERTIFICATE OF OCCUPANCY for a Restaurant or Luncheonette</p> <p>SUBMIT THE FOLLOWING: Plot Plan – showing the location of outdoor dining tables, chairs and/or benches, together with Special Exception Referral Application (annexed hereto)</p> <p><u>FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT</u></p>	

<input type="checkbox"/>	NEW / MODIFIED OUTDOOR TABLES, CHAIRS & BENCHES (Complete Section II) Pursuant to Chapter 196-2
<p>SUBMIT THE FOLLOWING: Plot Plan – showing the location of outdoor tables, chairs and/or benches, together with Special Exception Referral Application (annexed hereto)</p> <p><u>FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT</u></p>	

<input type="checkbox"/>	NEW / MODIFIED OUTDOOR ENTERTAINMENT / MUSIC (Complete Section III) Pursuant to Chapter 196-3
<p>SUBMIT THE FOLLOWING: Plot Plan – listing the entertainment proposed (live, disk jockey, amplified), location of entertainment, together with Special Exception Referral Application (annexed hereto)</p> <p><u>FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT</u></p>	

<input type="checkbox"/>	NEW / MODIFIED INDOOR ENTERTAINMENT (Complete Section III) Pursuant to Chapter 80
*Must have a VALID CERTIFICATE OF OCCUPANCY for a Restaurant	
SUBMIT THE FOLLOWING: Plot Plan – listing the entertainment proposed (live, disk jockey, amplified), location of entertainment, a copy of your State Liquor Authority License, together with Special Exception Referral Application (annexed hereto)	
<u>FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT</u>	

<input type="checkbox"/>	NEW / MODIFIED OUTDOOR SALES & DISPLAYS PERMIT (Complete Section IV) Pursuant to Chapter 140
SUBMIT THE FOLLOWING: Plot Plan – listing the items, showing location of display items or clothing racks, how many racks or displays, together with Special Exception Referral Application (annexed hereto)	
<u>FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT</u>	

I. RENEWAL OUTDOOR DINING DESCRIPTION OF PROPOSED:

Type of Business: _____
Days of Operation: _____ Hours of Operation: _____
Number of Proposed Tables: _____ Number of Proposed Chairs: _____

II. RENEWAL OUTDOOR TABLE/CHAIRS/BENCHES DESCRIPTION OF PROPOSED:

Type of Business: _____
Days of Operation: _____ Hours of Operation: _____
Number of Proposed Tables: _____ Number of Proposed Chairs: _____

III. RENEWAL OUTDOOR ENTERTAINMENT/MUSIC DESCRIPTION OF PROPOSED:

Type of Business: _____
Days of Operation: _____ Hours of Operation: _____
Entertainment Proposed: _____

IV. RENEWAL INDOOR ENTERTAINMENT/MUSIC DESCRIPTION OF PROPOSED:

Type of Business: _____
Days of Operation: _____ Hours of Operation: _____
Entertainment Proposed: _____

V. RENEWAL OUTDOOR SALES AND DISPLAYS DESCRIPTION OF PROPOSED:

Type of Business: _____

Days of Operation: _____ Hours of Operation: _____

Sales and Displays Proposed:

* NOTE: If the application is being made by someone other than the owner, the owner must sign the owner's authorization page

OWNER AUTHORIZATION

STATE OF NEW YORK COUNTY OF SUFFOLK) ss.:

I, _____ HEREBY AUTHORIZE,

To apply for (CIRCLE ONE) Outdoor Dining, Outdoor Tables/chairs/Benches, Outdoor Entertainment/Music, Indoor Entertainment on my behalf.

Owners Signature

Sworn to before me this _____ day of _____

Notary Public

Pursuant to Chapter 80-1, 196-1, 196-2 and 196-3 of the Village Code, Entertainment, Outdoor dining, Outdoor Tabled/Chairs/Benches, and Outdoor Music shall be permitted during the period of April 15th through November 15th of each calendar year.

FEE PAID \$ _____

DATE RECEIVED: _____