INTEGRATED VILLAGE OF PORT JEFFERSON
121 West Broadway Port Jefferson, NY 11777
Ph (631) 473-4724 Fax (631) 473-8799 www.portjeff.com

Instructions for:
SEASONAL OUTDOOR DINING PERMIT APPLICATION
Pursuant to Code of the Village of Port Jefferson §250-58

A complete application shall consist of the following:

1. Application Fee ($200.00 for new applications, $100.00 for renewals) per §250 Attachment 1: Table of Fees
2. Permit Fee- $100.00 per table per annum upon approval
3. Three (3) hard copies of Application and Certificate(s) of Occupancy/Certificate(s) of Existing Use
4. Three (3) hard copies of floor plan including indoor table locations, indoor space adjoining entrances/exits
5. Three (3) hard copies of current survey with scaled layout of location and proposed outdoor dining area and access to outdoor dining
6. Color photographs of the area to be converted to outdoor dining and existing dumpster location (new applications only)
7. Original Signed and Notarized Owner’s Endorsement form if applicant is other than the owner. If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner’s endorsement.
8. Disclosure Affidavit

Upon submission of a complete application, the Board of Trustees will schedule it for a public hearing. Public hearings are required for all new applications and, at the discretion of the Board of Trustees for renewals. The procedure and requirements are outlined below:

a) An applicant is required to notify the surrounding property owners no later than ten (10) days prior to the hearing. A list of all property owners within a 200 foot radius from each corner of the property or within a distance of five lots from the property line(s) whichever is the greater distance must be prepared and submitted by the date of the hearing. The list must be prepared from current tax records of the Village of Port Jefferson or of the Town of Brookhaven.
b) Posters, not more than 200 feet apart along the street line of the property which is the subject of the application, not less than 24 inches by 36 inches in size, must be conspicuously posted along the entire length of each street frontage of the property which is the subject of the appeal at least 10 days prior to the date set for the public hearing before the Board of Trustees. The applicant shall pay a fee of $25 for each poster. Posters are available at the Building and Planning Department, 88 North Country Road. Such poster(s) shall contain the following information:

(1) The current zoning and the proposed use (Seasonal Outdoor Dining)
(2) That a public hearing will be held before the Board of Trustees at a specified date, time and place with regard to the proposed application.

c) After the applicant has mailed the notification letters and posted the PUBLIC NOTICE signs on the property, the applicant shall submit an Affidavit of Mailing and Posting with attached photograph of posted sign and proof of mailing to the Village Clerk. A copy of this Affidavit is enclosed within this package.
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SEASONAL OUTDOOR DINING PERMIT APPLICATION
Pursuant to Code of the Village of Port Jefferson §250-58

___ NEW APPLICATION  ___ RENEWAL
SCTM# ________________________________

PROPERTY ADDRESS ______________________

APPLICANT (Must be the party in interest. If applicant is a corporation, provide the name and title of the responsible officer)

NAME ________________________________

COMPANY NAME (if applicable) ________________________________

ADDRESS ________________________________________________

PHONE(S) ________________________________ EMAIL ________________________________

If the applicant does not own the property, please prepare the endorsement at the end of this form establishing owner’s authorization of the applicant’s proposed outdoor dining plan.

OWNER(S) Please list all property owners on the current deed

NAME ________________________________

ADDRESS ________________________________________________

PHONE(S) ________________________________ EMAIL ________________________________

AUTHORIZED AGENT (All communications with regard to this application shall be addressed to the following until further notice)

NAME ________________________________

ADDRESS ________________________________________________

PHONE ________________________________ EMAIL ________________________________
DESCRIPTION OF PROJECT

Existing Days and Hours of Operation
Proposed Days and Hours of Operation
Existing Number of Seats/Tables Indoors
Proposed Number of Seats/Tables Outdoors

Name of Carting/Refuse Removal Company

Existing Pick-up Schedule (weekly)
Proposed Pick-up Schedule (weekly)

Dumpster and/or compactor and/or grease barrel locations must be clearly indicated on survey

Do other property owners/tenants/businesses have rights/access to the proposed outdoor dining area?
Yes _____ No _____ If yes, please provide copies of easement agreements and Property Owner’s Consent

For Office Use
New _____ Renewal _____
Application Name and Number __________________________
SCTM No. ___________ Date Received ______ Zoning District _______________

Conditions and/or restrictions, if any, set by the Board of Trustees directly related to and incidental to the special use permit for seasonal outdoor dining per VPJ Code §250-58-D (7)(I):

__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
OWNER'S ENDORSEMENT

STATE OF NEW YORK) ss: COUNTY OF SUFFOLK

__________________________, being duly sworn,

deposes and says:

I am: (check one)

1. the sole owner in fee

2. a part owner in fee

3. an officer of the corporation
   which is the owner in fee of the premises

4. designated party authorized
   to act pursuant to a trust or other
   legal document

5. member/owner(s) of Limited
   Liability Corporation (LLC)

If you check #3, #4, or #5, please provide proof of legatee (i.e. Corporate Resolution:
Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of
Administration; Attorney-Opinion Letter; Letter of Probate; Power of Attorney, etc.)

I reside at

___________________________________

I have authorized

to make the foregoing application to the Incorporated Village of Port
Jefferson for approval as described herein.

___________________________________

Signature

(If owner is a corporation, please indicate name of
corporation and the title of the corporate officer
whose signature appears above)

Sworn before me this

___ day of _____________, 20__

___________________________________

Notary Public

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Seasonal Outdoor Dining Permit
DISCLOSURE AFFIDAVIT:

For the purpose of this disclosure, an official or employee of the State of New York, The Town of Brookhaven, the Village of Port Jefferson or the County of Suffolk shall be deemed to have an interest in the applicant or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

1. is the applicant or owner,
2. is an officer, director, partner, or employee of the applicant or owner,
3. legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner, or
4. is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application.

Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchanges shall not constitute an interest for the purposes of this disclosure.

____________________________________, being by me duly sworn, disposes and says:

1. I am an applicant for a project or an owner of the land which is the subject of a pending application before the Incorporated Village of Port Jefferson.

2. The project name is: ____________________________________________________________

3. I (applicant and/or owner) reside at _____________________________________________

4. The officers of the applicant’s corporation or owner corporation are as follows: (if applicable)
   President ___________________________ Secretary ___________________________
   Vice President ______________________ Treasurer ___________________________

5. I make and complete this affidavit under the penalty of perjury and swear to the truth herein.

6. I am aware that this affidavit is required by General Municipal Law 809 and that I shall be guilty of a misdemeanor as provided by General Municipal Law 809 should I knowingly or intentionally fail to make all disclosures herein.
DISCLOSURE AFFIDAVIT CONT'D.

YOU MUST ANSWER THE FOLLOWING QUESTIONS EITHER YES or NO

Do any of the following individuals have an interest in the applicant or owner, as defined above?

1. any official of New York State  
   YES  NO

2. any official or employee of the Village of Port Jefferson or Suffolk County?  
   YES  NO

Being so informed and warned, my response to the above question is: YES or NO (please circle)
If the answer above is yes, General Municipal Law Section 809 requires that you disclose the name and residence and the nature and extent of the interest of said individual(s) in the applicant owner:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RESIDENCE</th>
<th>NATURE OF INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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Signature__________________________________________________________________

Print name__________________________________________________________________

Sworn to before me this _____ day of ______________ 20 __

________________________________________________________________________

Notary Public
AFFIDAVIT OF MAILING & POSTING

This affidavit certifies that the subject property was posted in accordance with the Code of the Village of Port Jefferson ten days prior to the public hearing date and I have sent by certified mail return receipt requested a copy of the Public Notice to all owners of property within 200 feet of each corner of the property or within a distance of five lots from the property line(s) whichever is the greater distance.

Signature ___________________________ Print Name ___________________________ Date _____________

Sworn to before me this ______ day of ______________________ 20____

__________________________
Notary Public