

Town of Patterson Zoning Board of Appeals



Instructions to Applicants for Variance Application

AN APPLICATION FOR A VARIANCE OR INTERPRETATION WILL NOT BE ACCEPTED WITHOUT A FINAL DETERMINATION FROM THE BUILDING DEPARTMENT

How to Apply

- A. Prior to seeking a variance from the ZBA, the Applicant must receive a denial from the Building Department for a building permit, a decision from the Code Enforcement Officer that the Applicant is appealing or a referral from the Planning Board and attach it to the ZBA Application.
- B. Read the Guidelines for Applicants to the Zoning Board of Appeals.
(A copy may be obtained from the Planning & Zoning Department)
- C. Submit 7 copies of the following information:
 - a. ZBA Application form with all questions answered
 - b. Sketch, drawing, plan, or brochure showing all dimensions and its exact location on property and any other information as may be necessary for determination.
 - c. Survey or map prepared by a licensed surveyor, a licensed architect, or a professional engineer showing the property involved the location of all existing structures and proposed with the side, front, and rear yard setbacks.
 - d. Deed to property.
 - e. If applying for a Special Permit for an Accessory Apartment, the completed Compliance Checklist and Accessory Apartment Application.
 - f. (1) copy of the list of adjacent property owners within 500 feet. This list must be generated from the Assessor's office by the Applicant

- D. A check made payable to the Town of Patterson, Fee Schedule below:

Area variance: \$175.00 for the first variance, \$50.00 each additional area variance.

Use variance: \$350.00 **Interpretations:** \$150.00

Special Use Permits: \$500.00 for accessory to principal residential use

Special Use Permits Other: \$500.00 plus \$0.10 per square foot of building floor area over 5,000 s.f.

Total application fee shall not exceed \$2,000.00

Accessory Apartments: \$250.00 **Existing Accessory Apartments:** \$500.00

Postage for each name listed on the submitted list of property owners within 500 feet

When to Apply

The application and materials must be submitted to the Zoning Board of Appeals **two (2) weeks prior** to the meeting date. The Zoning Board of Appeals meetings are the third (3rd) Wednesday of each month. The meetings are subject to change please verify meeting schedules with the Planning and Zoning Department.

Attendance at the Hearing

The Applicant, the Applicant's Attorney, Engineer or Architect or a duly authorized person must attend the public hearing.

1. Proposed Project Description(Attach additional pages as needed):

2. Justification of Request (Attach additional pages as needed):

3. If applying for Front, Side, Rear, Lot Size, or frontage variances, answer below:

Code Requires	Currently Exists	Will Exist	Variance Required

4. Has an application with reference to this property been previously before this Board or any other Board such as Planning Board, Town Board, etc.: If yes, give dates and details: Yes No

Date: Details:

Final Determination:

5. List all properties owned by Applicant/Owner within 500 feet of property under consideration:

6. Describe any easements or Deed restrictions:

7. Other Agency approvals required: Yes No If yes, give details:

8. Has any work been already started on this property: Yes No If yes give details:

9. Does the property meet the requirements of Municipal Law §239m such as:
is the property within 500 feet from any municipal boundary, or any existing or proposed County or State park or other recreation area, or the right of way of any existing or proposed County or State Road or highway, stream or drainage channel, or an existing or proposed boundary of any County or State owned land on which a public building or institution is located:

Yes No If yes, please submit one additional copy of application and related materials.

10. Is an Environmental Assessment Form (EAF) required for this application: (Not required for residential area variances or lot line variances) Yes No

Signature of Applicant _____ Date: _____

Signature of Owner (if other than Applicant) _____ Date: _____

Authorization for filing application

This section must be executed if anyone other than the owner is making this application and signature must be notarized.

_____ is hereby authorized to make the within application.

By: _____ Dated: _____

Sworn to and subscribed, before me,
on this day of _____, 20__

Notary Public

List of Property Owners within 500 Feet

To the best of my knowledge and to the extent of the records in the Town of Patterson Assessor's Office that the list attached to this application contains the names and addresses of each property owner on record of land within 500 feet of the property lines for which this variance/permit is sought.

Applicant's Signature X _____

Site Inspection Authorization

I the under signed hereby give permission for the Town Of Patterson Municipal Agencies and their agents to come and inspect the premises with respect to this application to the Patterson Zoning Board of Appeals.

Site Address: _____ **Date:** _____

Property Owner's Signature _____ **Date:** _____

TOWN OF PATTERSON

DISCLOSURE OF INTERESTS

APPLICATION TITLE:

CASE #:

PART I OWNER INFORMATION

Property Tax Map #: _____ Owner's Name: _____

Street Address: _____

Nature of Application, Petition, or Request: _____

PART II NATURE AND EXTENT OF INTEREST

List the Name, residence or address, nature and extent of interest, as defined by General Municipal Law §809, of any State Officer or employee, Putnam County Officer or employee, or Town of Patterson Officer or employee, or of any municipality of which the Town of Patterson is a part has any interest in the property identified above, or is a part of has any interest in the person or firm (partnership or association making the above application, petition or request.

PART III CERTIFICATION

The Undersigned Applicant, Petitioner or Person (Firm), submitting an Application as identified above certifies by signature on this Disclosure Statement that, in accordance with the provisions of General Municipal Law §809, except as stated in Part II above, no State Officer or employee, County Officer or Town of Patterson Officer or employee, or of any municipality of which the Town of Patterson is a part has any interest, financial or otherwise, in the property identified above, or is a part of has any interest in the person or firm (partnership or association making the above application, petition or request.

Signed: _____
(Applicant, petitioner or person (Firm) making request.)

By: _____
(Print Name and Title)

Dated: _____