



# TOWN OF PAWLING

*The Pride of the Harlem Valley*  
Town Hall  
154 Charles Colman Blvd.  
Pawling, NY 12564

[jdaley@pawling.org](mailto:jdaley@pawling.org)  
[buildinginspector@pawling.org](mailto:buildinginspector@pawling.org)

Tom Basile  
CEO & Zoning Administrator  
Stormwater Management Officer

JoAnne Daley  
Planning/Zoning/ Department  
(845) 855-0959

## Zoning Board of Appeals Area/Interpretations Variance Application

Appeal # \_\_\_\_\_

1. Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

2. Property Owner: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

3. Tax Map Grid/Parcel 134089-\_\_\_\_\_ Zoning District: \_\_\_\_\_

4. Zoning Ordinance (Local Law) Appealed:

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5. MINIMUM VARIANCE REQUIRED: State Code section and full variance dimensions.

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By His/her signature the Applicant acknowledges that:

- 1) He/She has read this application and is familiar with its content; and
- 2) He/She has read, is familiar with, and understands the requirements of the Town Pawling Code provision(s) affecting or regulating the project for which this application is made; and
- 3) He/She agrees to comply with the requirements of the Town Pawling Code provision(s) affecting or regulating the project for which this application is made including any general or special conditions of any permits or approvals granted by any board, agency, or department of the Town of Pawling; and
- 4) He/She has read this statement and understands its meaning and its terms.

\_\_\_\_\_  
Signature of Property Owner or Agent with Authorization Letter

\_\_\_\_\_  
Date

**Applicant(s) Signature:**

Name: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only:

Appeal Number: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Escrow Fee: (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**All Paperwork** must be received by application deadline to be on the ZBA Agenda. This includes, but is not limited to the following:

1. Complete and Sign the variance Application (Area, Use or Interpretation) by Property Owner and/or a Letter of Authorization for Agent/Agency. (Name to be printed and signed)

2. New York State Department of Environmental Conservation, Short Environmental Assessment Form with mapper page (SEQR) completed, sign and print name by Property Owner/Agent.

**3.**

**A. Nine (9) Copies of Signed & Stamped survey map to scale** showing the precise Setbacks (both current & with proposed variance request), Road Frontage, and/or Acreage of Area, so an Accurate Variance May be Granted.

**All maps must be folded. Maps that are not folded will not be accepted.**

**B. All applications and re-submissions shall include a digital copy of all applications, forms, documents, and survey maps. All survey maps must be submitted on a flash drive for viewing during a meeting.**

**C. Electronic files must be submitted via email to [jdaley@pawling.org](mailto:jdaley@pawling.org). The digital copy shall be in a pdf or other suitable write –protected image format capable of being opened and viewed using a Windows based software.**

4. Applicants must mail out Notice of Variance request to neighbors within 300' of Property.

- List of Names & Addresses must be obtained by reviewing the current Town Tax Assessor Records
- Must be mailed out fourteen (14) days before hearing date.
- Must contain name of applicant, location of the parcel of land, brief description or identification of the proposal or legal notice.
- Must specify date, time, and place of the public hearing
- Sent out via United States Postal Service Certified or Registered Mail.

Receipt of the mailing must be submitted to Zoning Office/Department at a minimum of three working days prior to the meeting. The applicant shall provide to the Zoning Office/Department a copy of the required notice, a list of all the owners and their addresses to whom such notice was mailed by certified or registered USPS mail as required herein or copies of all mailing receipts.

**THE FOUR CORNERS OF THE DWELLING AND CENTERLINE OF THE DRIVeway MUST BE STAKED OUT (CLEAR AND VISIBLE) FOR THE SITE INSPECTION**

**Application Fees** – Administrative Fee \$100.00 per application, Area Variance Fee \$800.00, Use Variance- \$1,000.00, Interpretation \$1,000.00.