



TOWN OF PAWLING

The Pride of the Harlem Valley

160 Charles Colman Blvd
Pawling, NY 12564

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Ken Clair

CEO & Zoning Administrator
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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:

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

6. Please check the type of appeal:

Type of Appeal: () **Area Variance**

() **Interpretation**

Decision of the Code Enforcement Officer:

() **Interpretation**

7. A previous area variance (has) been made: Appeal: _____ Date: _____
Appeal: _____ Date: _____

8. Please respond to the following 1-5 questions. Provide a description of the proposed activity with regards to the following standards. (Attached additional pages as necessary).

1) Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance?

2) Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance?

3) Whether the requested area variance is substantial?

4) Will there be an adverse effect or impact on physical or environmental conditions in the neighborhood or district?

5) Whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the Board of Appeals, but shall not necessarily preclude the granting of the area variance?

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. Architectural drawings of the proposed buildings/decks to be constructed, or renovated

C. 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.

D. Electronic files must be submitted via email to 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 and 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.