

## **2026 ZONING BOARD OF APPEALS MEETING SCHEDULE**

**160 Charles Colman Blvd**  
**Town Hall, Meeting Room at 7:00 PM**

### **JANUARY:**

**Application Due 12/29/2025**  
**CEO LTR due 01/06/2026**  
Meeting Date 01/26/2026  
Site Inspection 01/17/2026  
Snow Date 01/24/2026  
Ad in Paper 01/11/2026

### **FEBRUARY:**

**Application Due 01/26/2026**  
**CEO LTR Due 01/31/2026**  
Meeting Date 02/23/2026  
Site Inspection 02/14/2026  
Snow Date: 02/21/2026  
Ad in Paper 02/09/2026

### **MARCH:**

**Application Due 02/23/2026**  
**CEO LTR Due 03/04/2026**  
Meeting Date 03/23/2026  
Site Inspection 03/14/2026  
Ad in Paper 03/15/2026

### **APRIL:**

**Application Due 03/30/2026**  
**CEO LTR Due 04/03/2024**  
Meeting Date 04/27/2026  
Site Inspection 04/11/2026  
Ad in Paper 04/12/2026

### **MAY:**

**Application Due 04/27/2026**  
**CEO LTR Due 05/01/2026**  
Meeting Date 05/26/2026 Tuesday  
Site Inspection 05/16/2026  
Ad in Paper 05/17/2026

### **JUNE:**

**Application Due 05/29/2026**  
**CEO LTR Due 06/03/2026**  
Meeting Date 06/22/2026  
Site Inspection 06/13/2026  
Ad in Paper 06/14/2026

### **JULY:**

**Application Due 06/29/2026**  
**CEO LTR Due 07/02/2026**  
Meeting Date 07/27/2026  
Site Inspection 07/18/2026  
Ad in Paper 07/12/2026

### **AUGUST:**

**Application Due 07/27/2026**  
**CEO LTR Due 08/03/2026**  
Meeting Date 08/24/2026  
Site Inspection 08/15/2026  
Ad in Paper 08/16/2026

### **SEPTEMBER:**

**Application Due 08/31/2026**  
**CEO LTR Due 09/03/2026**  
Meeting Date 09/28/2026  
Site Inspection 09/12/2026  
Ad in Paper 09/13/2026

### **OCTOBER:**

**Application Due 09/28/2026**  
**CEO LTR Due 10/02/2026**  
Meeting Date 10/26/2026  
Site Inspection 10/17/2026  
Ad in Paper 10/18/2026

### **NOVEMBER:**

**Application Due 10/26/2025**  
**CEO LTR Due 10/30/2025**  
Meeting Date 11/23/2025  
Site Inspection 11/14/2026  
Ad in Paper 11/15/2026

### **DECEMBER:**

**Application Due TBD**  
**CEO LTR Due TBD**  
Meeting Date TBD  
Site Inspection TBD  
Ad in Paper TBD

**APPLICATION MUST BE RECEIVED BY NOON ON THE DUE DATE.**

All dates are subject to change, please check with department

ZBA Meetings are generally the fourth Monday of the Month, except when a holiday conflicts or there are other conflicts within the Town Scheduling. The Complete Application Packet with Fees are due as per the above schedule so Legal Notice for Public Hearing can be published.

Pawling's Official Paper is the "*Poughkeepsie Journal*"

**NINE Copies of all Paperwork** (applications, architectural designs. NYSDEC Short Form EAF etc.) must be received by application deadline to be on the ZBA Agenda.  
This includes, but is not limited to the following:

1. Completed, Signed and Print Variance application by property owner or Letter of Authorization for Agent/Agency. (Name to be printed and signed)
2. SEQR Completed, Signed and Print Name by Property Owner/Agent.

**3. A. Nine (9) Copies of application, NYSDEC Short Environmental Assessment Form, Interest of Disclosure and 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.

**B. Architectural drawings and building elevations of the proposed buildings/decks/structures to be constructed, or renovated.**

**All maps must be folded and made into complete packages including all documents. 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. Electronic files may 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.

C. All survey maps must be submitted on a flash drive for viewing during a meeting.

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

- List of Names & Addresses must be obtained by the applicant reviewing the current Town's 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 mailings 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 STAKE OUT (CLEAR AND VISIBLE) FOR THE SITE INSPECTION.**

**Fees: Administration \$100.00; Area Variance \$800.00;  
Use Variance \$1,000.00; Zoning Interpretation \$1,000.00**