

# TOWN OF ORANGETOWN ZONING BOARD OF APPEALS – APPLICATION REQUIREMENTS

2011 - Town of Orangetown, 20 Greenbush Road, Orangeburg, New York  
845-359-8410, ex 623 or 615. orangetown.com

## THE FOLLOWING ITEMS ARE REQUIRED IN ORDER TO ACCEPT AN APPLICATION:

1. A signed and dated completed Part I and Part II of the Board Application and a copy of the Building Permit Denial Application, signed by the Director of the Department. Zoning Board applications that are referred from the Planning Board or consultations do not require a Building Permit Denial.
2. A Copy of the Deed to the present owner of the property.
3. Agents must have written authorization from the owner to appear in front of the Board. Contract Purchaser may file a copy of the contract.
4. Complete Environmental Assessment form **if needed**.
5. A list of Names/Addresses of all property owners within 200 feet of perimeter of site, obtained from the Tax Assessor's Office. Application must include a map of tax lots noting 200 foot radius line as applicable, measuring from all points on property line, not from center of site, (excluding public roadways, right of ways, public utility or public entity). Names and addresses must be placed on stamped #10 envelopes, without return address. Do not use a postage meter.
6. A minimum of fifteen (15) of the survey plan scale, (1 inch = 30 feet) showing all zoning bulk and lot dimensions, size and use of all existing and proposed structures, north arrow and vicinity map.
7. A minimum of fifteen (15) architectural plans showing dimensions and height of existing and proposed construction. Floor plans may be needed for clarification. **Plans must be signed and sealed by a New York State Professional Engineer and/or Land Surveyor.**

Once scheduled for a meeting date, all applicants are required to erect signs containing information regarding the public hearing on every lot corner and once every 100 feet facing each public street on which the property abuts, see Chapters 21 and 21A of the Town of Orangetown Town Code. Such signs shall be obtained from the Zoning Board of Appeals Office.

### **FEE SCHEDULE:**

#### **VARIANCE**

Residential District \$250.00                      Other \$400.00

#### **SPECIAL PERMIT**

Residential District \$250.00                      Other \$400.00

**GIS Database Fee: \$65.00**

**PERFORMANCE STANDARDS: \$400.00**

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## NOTE THE FOLLOWING:

- PLEASE BE AWARE THAT THE APPLICATION PROCESS TAKES APPROXIMATELY 40 DAYS FROM THE TIME OF SUBMISSION TO YOUR BOARD MEETING.
- APPLY EARLY IN THE YEAR IF YOU WANT TO HAVE YOUR POOL OR DECK FOR THE SPRING AND SUMMER MONTHS.

### **Important Information**

A building permit denial must be included with your application.

Please ask about the process to obtain abutting property

## **2011 – ZONING BOARD OF APPEALS MEETING DATES**

1<sup>ST</sup> & 3<sup>RD</sup> Wednesday of every month in the Greenbush Auditorium, 20 Greenbush Road, Orangeburg, New York. All meetings start at 7:00 p.m.

January 5, 2011	January 19, 2011
February 2, 2011	February 16, 2011
March 2, 2011	March 16, 2011
April 6, 2011	April 20, 2011
May 4, 2011	May 18, 2011
June 1, 2011	June 15, 2011
July 6, 2011	July 20, 2011
September 7, 2011	September 21, 2011
October 5, 2011	October 19, 2011
November 2, 2011	November 16, 2011
December 7, 2011	