



Supervisor: (845) 688-7165
 Police: (845) 688-9902
 Town Clerk: (845) 688-5004
 Justice Court: (845) 688-5005
 Assessor: (845) 688-5003
 Assessor Fax: (845) 688-5708
ZBA/ZEO/Planning: (845) 688-5008
 Highway: (845) 688-9901
 Fax: (845) 688-2041

"The Heart of the Park... Where the Eagle Soars"

www.shandaken.us

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

APPLICATION REQUIREMENTS AND INSTRUCTIONS

1. When applying for an AREA or USE VARIANCE, you must be able to demonstrate a practical hardship as it pertains to the land. This hardship cannot be personal or self-created. Variance applications should be submitted to the Zoning Office at least ten (10) days prior to a ZBA monthly meeting date (third Wednesday of every month,) as they require a referral by the Zoning Enforcement Officer.
2. When applying for a FEMA VARIANCE, in addition to the requirements of item (3) below, applicants also need to provide a "Certificate of Elevation," reflecting the elevation point(s), which have been prepared by a FEMA qualified surveyor or engineer, and must reflect the elevations point(s).
3. All applications should be submitted to the Zoning Office. Applications must be complete, dated, and signed by the applicant and the property owner, if other than the applicant. In addition, please provide eight (8) copies of each piece of supporting information/documentation including a "sketch plan" or "plot plan" detailing the proposed project and giving a diagram of the property showing all existing and proposed buildings and structures, and indicating setback dimensions from all property lines, streams, and other buildings or structures on the property.
4. When applying for an APPEAL from decisions of the Zoning Enforcement Department, a complete set of the information/documentation upon which the ZEO based his/her denial must be provided as part of the Appeals Application which should be prepared as indicated in (3) above and submitted to the Zoning Board of Appeals office.
5. Your application will be scheduled for a PRELIMINARY HEARING, during which time applicant will present their case to the board. They will review the application, and if all requirements have been met, applicant will be scheduled for a PUBLIC HEARING, usually at the next regular meeting of the board. During the intervening period, the ZBA office will notify applicants abutters of pending application and hearing date. The cost of notifying the abutters via certified mail will be the responsibility of the applicant regardless of the boards decision.

FEES: A fee is required when submitting an application to the ZBA. All fees are payable to: Town of Shandaken.

Area Variances: \$100, plus \$50 for any additional variances within the same application.

Use Variance: \$125

Appeals: \$100

Interpretations: \$100

Determination of
Zoning Boundaries: \$50

If copies of information/documentation have to be furnished by Town personnel, there is a charge for copies at a rate of: .25¢ per page.

TOWN OF SHANDAKEN ZONING BOARD OF APPEALS
APPLICATION FOR VARIANCE

Type of Variance(s) requested: () Area () Use () FEMA

Applicant:

Name: _____
Mailing Address: _____
City/State/Zip: _____
Telephone: _____

Owner (if other than applicant):

Property Information:

Section _____ Block _____ Lot _____ Zoning District _____ Flood Zone _____

Property Address: _____

Date acquired: _____ Lot Size: _____ acres

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IF AREA VARIANCE

Dimensions of Existing Building: _____ (including height) Square Footage: _____

Dimensions of Proposed Building: _____ (including height) Square Footage: _____

Dimensions of Proposed Addition: _____ (including height) Square Footage: _____

Maximum Structure Coverage Allowed: _____ sqft Variance Percentage Requested: _____ %

Proposed Setbacks: Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.

Required Setbacks: Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.

Variance Requested: Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.

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IF USE VARIANCE

State existing and proposed use and/or occupancy of premises:

Existing use/occupancy: _____

Proposed use/occupancy: _____

Reason for Variance (describe the nature or the variance you are requesting, explaining in detail the reasons for the hardship of the land that you believe qualify it for a variance. If a separate sheet is attached for this purpose, check here () and provide eight (8) copies.

APPLICATION FOR VARIANCE(S) – ATTACHMENT

PLOT PLAN

Property Owners

Name: _____

Section: _____ Block: _____ Lot: _____

Location of Property: _____

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Note: The plot plan drawn below must show the configuration of the lot showing ALL structures on the parcel and giving the dimensions of each structure and, most importantly, the setbacks of each structure from the property lines (front, rear, and sides.) The sketch **MUST BE DRAWN TO SCALE**. Indicate the name and placement of the road(s) for purposes of identification.

If you are submitting a professionally drawn sketch plan or preliminary plat, please check here () and submit a minimum of eight (8) copies of the drawing.