



TOWN OF PAWLING

The Pride of Harlem Valley
Zoning Board of Appeals
160 CHARLES COLMAN BLVD.
PAWLING, NY 12564
TEL: (845) 855-3244
FAX: (845) 855-0579

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

1. Completed and Signed Application by Property Owner or Letter of Authorization for Agent/Agency.
2. Type of Variance Form completed.
3. Front side of SEQR Completed and Signed by Property Owner/Agent.
4. **Seven (7) 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.
5. Applicant must mail out Notice of Variance request to neighbors within 300' of Property. (list of Names & Addresses will be supplied to you from the Zoning Department once you have submitted a complete application packet.)
 - Must be mailed out seven (7) days before hearing date.
 - Must contain name of applicant, location of the parcel of land, brief description or identification of the proposal.
 - Must specify date, time, and place of the public hearing
 - Sent out via United States Postal Service Certified or Registered Mail

Prior to or at the time of the public hearing, the applicant shall provide to the Zoning Department or ZBA a copy of the required notice, a list of all the owners to whom such notice was mailed and either an affidavit that the mailing was completed as required herein or copies of all mailing receipts.



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Carl Ellis
Building & Zoning Administrator
Code Enforcement Officer

Zoning Board of Appeals Application

Appeal# _____

Fee Received: _____

Applicant: _____

Mailing Address: _____

Phone Number(s): _____

Property Owner: _____

Property Street Address: _____

Tax Map Grid/Parcel Number (SBL): 11-_____

Name & Addresses of Parcels within 300 feet: Attached (the Town will supply list after application
Is submitted to Zoning Department)

Zoning Ordinance (Local Law) Appealed: _____

Type of Appeal: () Area Variance () Interpretation () Use Variance
() Appeal decision of Code Enforcement Officer

A previous appeal (has) been made: Appeal: _____ Date: _____
Appeal: _____ Date: _____

Signature of Property Owner or Agent with Authorization Letter

Date

AREA VARIANCE:

APPEAL # _____

APPLICANT: _____

Please respond to the following 1-5: (use extra sheets if needed)

- 1) That the granting of the variance will not result in the undesirable change in character of the neighborhood or a detriment to nearby properties

- 2) The benefit sought cannot be achieved by some other feasible method.

- 3) Is the Variance substantial?

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

- 5) Was this difficulty self-created?

MINIMUM VARIANCE REQUIRED: _____

ZBA COMMENTS: _____
