



# 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

USE VARIANCE:

APPLICANT: \_\_\_\_\_

APPEAL # \_\_\_\_\_

Please demonstrate the cause of unnecessary hardship as per the following: (use extra sheets if needed)

1) The Applicant cannot realize a reasonable return, as shown by competent financial evidence.

The lack of return must be substantial: Yes No

Proof: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ILLUSTRATIONS OF FINANCIAL EVIDENCE:  
-Bill of Sale for the property, present value of property, expenses for maintenance  
-Leases, rental agreements  
-Tax bills  
-Conversion costs (for a permitted use)  
-Realtor's statement of inability to rent/sell

2) The alleged hardship relating to the property is unique. (The hardship may not apply to a substantial portion of the zoning district or neighborhood): Yes No

Proof: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ILLUSTRATIONS OF UNIQUENESS:  
-Topographic or physical features preventing development for a permitted use  
-Why would it be possible to construct the applicant's proposal and not any of the permitted uses?  
-Board member observations of the property and surrounding area.

3) The requested use variance, if granted, will not alter the essential character of the neighborhood: Yes No

Proof: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ILLUSTRATIVE NEIGHBORHOOD CHARACTER FACTORS:  
-Board members' observations of neighborhood.  
-Expected effect of proposal on neighborhood, for example, change in parking patterns, noise levels, lighting, traffic.

4) The alleged hardship has not been self-created: Yes No

Proof: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SELF-CREATED:  
-What were the permitted uses at the time the applicant purchased property?  
-Were substantial sums spent on remodeling for a use not permitted zoning?  
-Was the property received through inheritance court order, divorce?