



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

Area/Use Variance Application
Information Sheet

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. At least ten (10) days prior to the ZBA meeting, six (6) copies of the application and all supporting documentation, plus six (6) copies of the 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, as well as a PDF copy shall be submitted to the Building/Zoning Department, together with the applicable fee.
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

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

Name	Name of Owner if other than Applicant
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Mailing Address	Mailing Address
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City/State/Zip _____ City/State/Zip _____

Contact Number	Contact Number
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Section _____ Block _____ Lot _____ Zoning District _____ Size _____ acres

Physical address: _____ Flood Zone: ☐ Yes ☐ No

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: % 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.

Existing Use/Occupancy: _____

Proposed Use/Occupancy: _____

Reason for Variance (describe the nature of the variance you are requesting, explaining in detail the reasons for the hardship of the land that you believe qualifies you for a variance. (attach additional pages if needed.)

Attachment – Plot Plan

Section: _____ Block: _____ Lot: _____

Location of lot: _____

Plot Plan Attached to this Application

Note: The plot plan drawn above 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 six (6) copies of the drawing.

STATEMENT

The undersigned as individual owner(s) or as a qualified officer of the corporate owner of the above-described property, hereby apply for approval of the proposed variance in accordance with the provisions of the Zoning Law of the Town of Shandaken and authorize entry upon the property for site inspections by Zoning Officials and their authorized representatives. Fees are due and payable to: Town of Shandaken upon submission of the application.

Signature(s) _____

Date _____