



Town of Monroe Zoning Board of Appeals

AREA VARIANCE APPLICATION

Enclosed Herewith:

- ☐ Application
- ☐ Affidavit of Regularity (proof of mailing)
- ☐ Disclosure Addendum Statement
- ☐ Environmental Assessment Form

The Following Items Must Be Provided With Your Application:

Please submit **7** complete paper packets: 1 original and 6 copies of the original.
Also provide 1 digital copy of the original to planning@townofmonroeny.gov
Each packet must include all applicable items listed below:

- ☐ Deed
- ☐ Portion of the tax map with the property outlined in red
- ☐ Notice of Refusal from the Building Inspector from which this appeal is taken
- ☐ Drawing to scale or survey showing the present and proposed conditions if relief is granted

Provide a list of all property owners abutting the applicant's property and all other property owners within 300 feet of the subject property.
Obtain the list from the Assessor's Office: 783-1900, ext. 206.

Upon receipt of the Notice of Public Hearing, send the notice by certified mail, return receipt requested, to all property owners within 300 feet of the subject property. Proof of mailing must be submitted on or before the public hearing date in order for the application to be heard. The enclosed Affidavit of Regularity must also be submitted with the proof of mailing.

Fees:

Fees shall be submitted in accordance with the current Town of Monroe Fee Schedule.

ZONING BOARD OF APPEALS:

- 1) Application for an Area Variance: \$250.00
- 2) Application for a Use Variance: \$350.00
- 3) Application for a 280-a Variance: \$500.00
- 4) Application for an Interpretation: \$500.00
- 5) Upon application to the Town of Monroe Zoning Board of Appeals for any action or approval, the applicant shall, in addition to the fee set forth above, deposit with the Town Clerk an escrow to cover the costs to be incurred by the Town for all consultant services, including but not limited to, engineering, planning and legal as well as clerical costs incurred in the processing and reviewing of such application.
 - A) The Town Clerk (or designee) shall compute the initial escrow amount in accordance with the following schedule:
 - a) Applications of all types: \$2,500.00. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial payment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.
 - b) The clerk to the Zoning Board shall have the authority to waive or reduce the initial escrow in those matters where it appears that engineering or other consultant services will not be required. Should such services later be required, an appropriate escrow fee will be fixed by the Zoning Board.

Amendment Dates:

- April 4, 2009
- January 23, 2012
- July 11, 2016
- January 7, 2019
- January 14, 2019
- October 7, 2019
- November 7, 2019
- August 31, 2020
- February 22, 2022
- January 3, 2023
- January 9, 2023
- February 6, 2023
- February 15, 2023
- May 1, 2023
- May 15, 2023
- January 2, 2024
- February 5, 2024
- August 12, 2024



REVISED NOTICE OF MEETING FOR THE 2026

ZONING BOARD OF APPEALS OF THE TOWN OF MONROE

NOTICE IS HEREBY GIVEN, pursuant to Section 104 of the Public Officers Law of the State of New York, that the Zoning Board of Appeals of the Town of Monroe will hold its meetings during the calendar year 2026, at 1465 Orange Turnpike, Monroe, New York 10950, at 6:30 PM (prevailing time), on the dates hereinafter set forth, to wit:

Meeting Date	Applicant Submittal Date
January 27, 2026	January 6, 2026
February 24, 2026	February 3, 2026
March 24, 2026	March 3, 2026
April 28, 2026	April 7, 2026
May 26, 2026	May 5, 2026
June 30, 2026	June 2, 2026
July 28, 2026	July 7, 2026
August 25, 2026	August 4, 2026
September 22, 2026	September 1, 2026
October 22, 2026	October 6, 2026
November 24, 2026	November 3, 2026
December No Meeting	No Submission

All submissions must be in by 12 noon on the required submission day, in hard copy and PDF form.

Due to early voting the June meeting will be on the fifth Tuesday and the October meeting will be on the Fourth Thursday.

The Board reserves the right to cancel meetings due to inclement weather or for any reason it deems necessary.



Town of Monroe Zoning Board of Appeals

AREA APPLICATION

Date: _____

Applicant Name: _____ Phone No. _____

Address: _____

Section: _____ Block: _____ Lot: _____

Zoning District: _____

The above described property was acquired by the applicant on: _____

Zoning Code Sections

Subject Matter of Section

1. _____

2. _____

Applicant requests the following changes:

The Zoning Law Requires

I desire to do

1. _____

2. _____

Reason for Request:

Explain briefly why grant of requested variance will not (1) change nature of the neighborhood and (2) be detrimental to neighboring properties:



(B) Explain briefly (1) why a variance is only feasible means for achieving the benefit sought by this project and (2) why the variance requested is the MINIMUM variance necessary.

(C) State whether the variance sought is large in size. If so, set forth any mitigating circumstances.

(D) State whether the project is anticipated to have any adverse physical or environmental impacts on the neighborhood.

(E) Explain briefly why the difficulty in complying with applicable zoning has not been self-created.

This property has (has not) been the subject of a previous appeal. If applicable, attach a copy of the Decision in that matter.



Enclosed is my non-refundable fee of \$250.00, which I realize must be paid at the time my application is submitted or it will not be processed.

Received on: _____, 20_____

By: _____

Signature of Applicant

STATE OF NEW YORK
COUNTY OF ORANGE

Sworn to before me this _____ day of _____, 20_____

Notary Public

Proxy

_____, being duly sworn, deposes and says: He/She resides at _____, in the County of _____, and the State of _____, and that he/she is the owner in fee of _____, which is the premises described in the foregoing application and that he/she has authorized _____ to make the foregoing application as described therein.

Owner's Signature

Sworn to before me this _____ day

of _____, 20_____

Notary

DISCLOSURE PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

Town of Monroe
1465 Orange Turnpike
Monroe, New York 10950
(845) 783-1900

The undersigned hereby affirms that all of the following statements are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the undersigned.

1) Print or type full name and Post Office Address:

_____ ,

being the undersigned who certifies that he/she is the owner or the agent for the owner of all of the property described in this application, and if not the owner that he/she has been duly and properly authorized to make this application and to assume the responsibility for the owner in connection with the application for the relief set forth below.

2) To the _____ of the
(Board, Commission, Official or Agency)

Town of Monroe, Orange County, New York:

Application, petition or request is submitted for:

- ☐ Variance,
- ☐ Amendment,
- ☐ Change of Zoning,
- ☐ Approval of Plat,
- ☐ Exemption from a plat or official map,
- ☐ License or Permit,
- ☐ Other including site plan and Special Permit

3. To permit the construction, maintenance and use of premises located at:

Street Address

known as Tax Map Designation:

Section, Block & Lot Number

as

proposed relief sought

4. There is no State Officer, Orange County Officer or employee or Town of Monroe officer or employee nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee; if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such Town officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for services rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. That to the extent that the same is known to your applicant and to the owner of the subject premises, there is disclosed herewith the interest of the following officer or employee of the State of New York or the County of Orange or of the Town of Monroe in the petition, request or application or in the property or subject matter to which it relates: (if none, so state)

a. Name and Address of officer or employee:

b. Nature of interest:

c. If stockholder, number of shares:

d. If officer or partner, nature of office and name of partnership:

e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such State, County or Town of Monroe officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation in the ownership or any person, partnership or association having an interest in such ownership or in any business entity sharing in such ownership.

(f) IN THE EVENT OF CORPORATE OWNERSHIP:

A list of all directors, officers and stockholders of each corporation owning more than five (5) percent of any class of stock, must be attached, if any of these are officers or employees of the State of New York, or of the County of Orange, or of the Town of Monroe.

I, _____ certify that the foregoing is true and understand that any person who knowingly and intentionally violates the provisions of General Municipal Law Section 809 is guilty of a misdemeanor.

Dated: _____

Signature: _____

Mailing Address:

Sworn to before me this

_____ day of _____, 20_____.

Notary Public Signature

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.		☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		☐	☐
3. a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☐	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	☐	☐	
16. Is the project site located in the 100-year or 500-year flood plain?	NO	YES	
	☐	☐	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES	
	☐	☐	
	☐	☐	
	☐	☐	
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO	YES	
	☐	☐	
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES	
	☐	☐	
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES	
	☐	☐	
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	NO	YES	
	☐	☐	
	☐	☐	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____			



INTER-COMMUNITY IMPACT FORM

Applicant Name: _____

Address of Property: _____

The law requires that certain applications be provided to neighboring communities and to the County. Please state if any of the following are applicable:

1. This property is within 500 feet of any other municipality (including any other Town or Village)?

☐ No

☐ Yes, if Yes, which other municipality or municipalities?

2. Is the property within 500 feet of any of the following?

☐ The boundary of any existing or proposed county or state park or any other recreation area; or

☐ The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or

☐ The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or

☐ The existing or proposed boundary of any county or state-owned land on which a public building or institution is situated; or

☐ The boundary of a farm operation located in an agricultural district, as defined by Article Twenty-Five-AA of the Agriculture and Markets Law, except this subparagraph shall not apply to the granting of area variances.

Please note that the answers to these questions are needed in order to deem the application complete.

Signature: _____

Name (please print): _____

Date: _____

**Town of Monroe, New York
Zoning Board of Appeals
Bulk Lot Compliance Table**



Date:

Parcel Address:

Applicant:

	Required	Existing	Proposed	% Variance
District:				
Minimum Lot Area (sq. ft.)				
Minimum Lot Width (feet)				
Minimum Front Yard (feet)				
Minimum Side Yard (feet) One				
Total				
Minimum Rear Yard (feet)				
Maximum Lot Coverage (%)				
Maximum Building Height (feet)				
(stories)				

Definitions:

LOT AREA The total gross area included within lot lines.

LOT AREA, MINIMUM The total area included within lot lines after deducting any area identified as an environmental constraint set forth in § 57-21.1. (see text below).

LOT COVERAGE The percentage of the lot area that is occupied by the area of buildings, structures and all impermeable and/or compacted surfaces, including but not limited to parking lots, access and circulation drives.

YARD, FRONT An open unoccupied space on the same lot with a principal building, extending the full width of the lot and situated between the street line and the front line of the nearest roofed portion of a building projected to the side lines of the lot. The depth of the front yard shall be measured between the front line of the building and the street line. Covered porches, whether enclosed or unenclosed, shall be considered as part of the main building and shall not project into the required front yard.

YARD, REAR

An open unoccupied space on the same lot with a principal building, extending the full width of the lot and situated between the rear line of the lot and the rear line of the nearest roofed portion of a building projected to the side lines of the lot. The depth of the rear yard shall be measured between the rear line of the lot and the rear line of the

YARD, SIDE

An open unoccupied space on the same lot with a main building, situated between the side line of the nearest roofed portion of a building and the adjacent side line of the lot and extending from the rear line of the front yard to the front line of the rear yard

LOT, WIDTH OF

The mean dimension of the two lines measured at both the required minimum rear and front yard depths or, in a case where a building setback line is established by the Planning Board at the time of subdivision approval, which line is further removed from the street line than the minimum front yard depth, at such lines. The dimension of width shall be measured along such lines as extended the straight distance from side lot line to side lot line, which lines are generally parallel to the front lot line. In such case where a front or rear lot line is curved, the dimension of lot width shall be measured along a line which is perpendicular to a line bisecting the lot from front to rear. Every point along a lot width line shall be the minimum required distance from the front or rear lot line.

57-21.1 Minimum lot area.

- A. Net acreage. Whenever the phrase "lot area, minimum lot area, or minimum lot size" or similar term appears in this Zoning Chapter, such phrase shall be deemed to be based upon net acreage following the exclusion of the following environmentally constrained
- (1) The one-hundred-year floodplain as defined by and illustrated on the Federal Emergency Management Agency (FEMA) Flood Hazard Boundary maps as those maps now exist or as they may be amended from time to time;
 - (2) Wetlands, including New York State-designated wetlands but excluding the one-hundred-foot regulated adjacent area, and wetlands regulated by the U.S. Army Corps of Engineers, as those wetlands now exist or may be found to exist;
 - (3) Lands under water, and lands covered by natural or constructed water bodies including, without limitation, retention and detention basins;
 - (4) Steep slopes equal to or greater than 30%;
 - (5) Land encumbered by easements or other restrictions, including utility easements, preventing use of such land for construction of buildings, uses, and/or development.

% Variance for Minimums = (Required-Proposed)/Required

% Variance for Maximums = (Proposed-Required)/Required



SITE VISIT CONSENT FORM

The property owner of Section: _____ Block: _____ Lot: _____

Is regards to the application of _____ hereby grants permission to all members of the Town of Monroe Planning Board/Zoning Board their consultants, and the Town of Monroe Conservation Commission to visit the property at any time during the tenure of said application before the Planning Board/Zoning Board for purpose of analysis. The above parties agree that both the applicant and the property owner shall be held harmless in case of an event that may happen during such site analysis.

By: _____
(Property Owner Name) Date

By: _____
(Property Owner Signature) Date

Nearest cross street: _____

Property identification:

Mail box name: _____

Adjacent homeowners:

Left: _____

Right: _____

Across Road: _____

Other identifying features: _____

CHAIRPERSON:
ZACHARY MURPHY

BOARD MEMBERS:
STEVEN THAU
KEVIN SCULLY
CHIP POSTIGLIONE

ALTERNATE MEMBER:
AARON HUGHES



Zoning Board of Appeals

1465 ORANGE TPK, LOWER LEVEL
MONROE, NEW YORK 10950
www.monroeny.org
(845) 783-1900

ZBA ATTORNEY:
DAVID H. CHEN, ESQ.
BLEAKLEY PLATT &
SCHMIDT, LLP
(914) 949-2700

SECRETARY:
ALYSSA KEZEK
(845) 783-1900 ext.113
planning@townofmonroeny.org

ZONING BOARD REIMBURSEMENT ACKNOWLEDGEMENT FORM

I, _____, acknowledge my responsibility to reimburse the Town of Monroe for any consultant review charges that may be submitted for payment after the Chairperson of the Zoning Board has affixed his/her signature to my ZBA Decision.

Signature of Applicant

(Date)