

Zoning Board of Appeals
Town of Copake
230 Mountain View Road, Copake, New York 12516

Requirements for scheduling a hearing with the ZBA

Please follow the instructions below when applying for the following:

- Area & Use Variances
- Special Use Permit
- Other ZBA Matters, (Chapter 232, Town Zoning Code)

Mandatory Requirements

- Application must be submitted to the Zoning Board of Appeals for consideration at least ten (10) business days prior to the meeting.
- A check in the amount of one hundred (\$100.00) made payable to the "Town of Copake", plus a check due at the Opening of a Public Hearing to cover the cost of the certified mail and the \$15.00 fee for the newspaper public notice ads.
- The ZBA CHECKLIST on the following page is to be completed in its entirety and included with your application.
- Any letters "granting permission of representation" must be signed by the Owner (applicant) and submitted prior to the scheduled hearing.

Important Note:

- If the above Requirements are NOT COMPLETE, the ZBA is NOT required to accept the application for consideration.
- Application will NOT be reviewed unless the Building Plan, the Survey, the Site Plan & other required documents are submitted.
- Applicant should be fully prepared to present their case before the Board at the scheduled hearing.

Applicant Name: _____ Date: _____

CHECKLIST: (Must Include)

9 Paper Copies for each item 1-8 Plus Digital Copies of everything

Place a check in the box when item is completed. Example: ☐

☐ **1. APPEAL/APPLICATION FORM- (9 Copies)**

- For variances & special use permits, area, setbacks, accessory buildings, fences, sheds, etc.
- Building Plans
- Completed and notarized.

☐ **2. DOCUMENTATION OF PROPERTY- (9 Copies)**

- Attach Plot Plan, Survey and Building Plan.

Enter Tax Map Number on the Plan.

Show all structures: (main building, shed, garage, deck, pool, and fences, open space, etc.) with all dimensions & setbacks.

Scale accurately: (Building: 1/4" = 1' 0") (Lot: 1:20 or as surveyed).

Show location: of well & septic tank & fields, parking area, Landscaping, driveway, & main road.

Show 'North' arrow, property orientation, & shall point up.

☐ **3. PHOTOGRAPHS- (9 COLOR Copies)**

- Provide color photos of all existing structures mounted on letter size paper. Please provide photographs that accurately depict existing conditions.

[] 4. *LIST OF NAMES- (9 Copies)*

- Provide a list of all abutters surrounding the property, including across the street. Full names and addresses are required and are available from the Property Tax Roll Book in the Town Hall.

[] 5. *PROOF OF OWNERSHIP- (9 Copies)*

- Copies of latest tax bill or a Copy of the Deed, Right of Way, Easement, Restrictions, etc.

[] 6. *PROOF OF HARDSHIP- (9 Copies)*

- If applicable. Provide written or photographic evidence proof of hardship.

[] 7. *APPLICATION HISTORY- (9 Copies)*

- If you have requested a prior variance from the ZBA or you have presented your plan before the Planning Board please provide the date and 9 copies.

(ZBA) Date_____

(Planning Board) Date_____

[] 8. *DENIED Building Permit - if applicable. (9 Copies)*

[] 9. *APPLICATION FEE*

- A check in the amount of one hundred (\$100.00) made payable to the "Town of Copake".

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Request for Area or Use Variance and Special Use Permit

Appeal of _____ Date I I

Mailing Address: _____

_____ Phone: _____

Attorney or Agent: _____

The applicant is the owner of property situated at the following location:

Address: _____

Zone: _____ Tax Map#: _____ Section: _____ Block: _____ Lot(s): _____ Lot

Size (S.F.): _____ X _____ Acre: _____

House Size (S.F.): _____ #of Bedrooms: _____ #of Stories: _____

Basement Type: _____ Lot Coverage (ZBA use): _____ %.

Setbacks:

- Front Yard: _____ Rear Yard: _____
- Side: Yard Right: _____ Side Yard Left: _____

Comer Lot: Yes / No . Cross Street: _____ Nearest Major Road: _____

Septic Size: _____ Gal. (Please indicate location on corresponding maps.)

The above property was acquired by the applicant on I I

Proposed Work _____

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Please answer the following questions (if applicable):

1. Practical difficulty of conforming to the Zoning Ordinance for the requested construction is shown by:

2. The variance requested would observe the spirit of the Zoning Ordinance and would not change the character of the district because:

3. Appeal is hereby made to the ZBA for:

4. Strict application of the Zoning Ordinance would produce undue hardship because:

(Financial proof of undue hardship is attached)

I hereby certify that the above information is true.

.....
Signature of Applicant

State of New York } ss:
County of
Sworn to me this.....day of 20.....

.....*Notary Public*