Town of Mamaroneck

Town Center
740 West Boston Post Road, Mamaroneck, NY 10543

BUILDING DEPARTMENT

TEL: 914-381-7830
buildingdept@townofmamaroneckny.gov

ZONING BOARD OF APPEALS APPLICATION SUBMITTAL CHECKLIST

Address: _____ **S/B/L:** _____Application #_____

*Applicants/Architects will need to submit one complete packet **(all plans (11"x17" or Half Size)** to the Building Inspector for an initial review and approval after receiving a denial of their Building Permit. Please upload a complete packet to your Zoning application including all items in the checklist below.*

***Once an application has been deemed complete by the Building Inspector**, you will then be required to **submit ten (10) COMPLETE SETS** of your application to the ZBA Secretary by the submission deadline **(3 weeks prior to ZBA meeting),** to be placed on the next agenda. Each set shall include:*

1. Copy of Notice of Disapproval
2. Completed Zoning Board of Appeals Application
3. Denied Plan **(11"x17" or Half Size)** in color.
4. Location Map or Assessment Map (subject property highlighted)
5. Survey showing existing conditions.
6. Existing elevations and floor plans vs proposed **(side by side [11"x17" or Half Size])**.
    a. If the application is for prefabricated detached structure or fence, submit a copy of the manufacturer's specifications and drawings.
    b. If the application is for Mechanical (HVAC, Generator) provide manufacturer's specifications, including dB rating.
7. Typed statement addressing the five (5) factors for area variances or (4) four factors for use variances.
8. ZBA Applicant Acknowledgement Form.
9. Authorization Form, if represented by someone other than the owner
10. Completed Zoning Compliance Chart
11. Photos or renderings of existing structure

No Later than 14 days prior to meeting:

12. §144-3B Notice of meeting mailed to lots lying within the mailing area. See attached form letter.
13. §144-4 Sign posted on subject property announcing the time, date, and place when the application will appear on the agenda. See attached sample sign. Size: 24"x20"; Lettering: 2" block; Color: green on white. **A sign must be placed on each lot line with road frontage, no more than 10' back from edge of street.**

Additional information may be required by the Zoning Board of Appeals

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ZONING BOARD OF APPEALS
QUESTIONNAIRE

The standard to be used by the Zoning Board of Appeals (ZBA) in determining to grant an **AREA Variance** *is the weighing of the benefit to the applicant against the detriment to the health, safety and welfare of the neighborhood or community if the variance* is granted. In making this determination, the ZBA takes into account the following factors:

1) Whether an undesirable change will be produced in the character of the neighborhood, or a detriment to nearby properties will be created;
2) Whether the applicant can achieve their goals via a reasonable alternative which does not involve the necessity of an area variance;
3) Whether the variance is substantial;
4) Whether the variance will have an adverse impact on physical or environmental conditions in the neighborhood or district;
5) Whether there has been any self-created difficulty.

All applicants **MUST** provide written evidence relating to all of these factors when submitting an application for an AREA Variance. Applicants should address the five factors noted above individually, by stating the factor and listing appropriate findings or reasons for each, to support the granting of the variance. These elements will be reviewed and discussed by the Board at the public hearing. Applicants should note that the Board of Appeals, in the granting of variances, "shall grant the ***minimum variance*** that it shall deem necessary and adequate and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community." Local Law 267-b

Applicants for a **USE Variance** have a different and stricter set of requirements to meet relating to the showing of actual hardship. The ZBA is bound by Local Law 267-b (2) as follows: "No variance shall be granted by the Board of Appeals without a showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship, the applicant shall demonstrate to the ZBA that for each and every permitted use under zoning regulations for the particular district where the property is located,

1) The applicant cannot realize a reasonable return, provided the lack of return is substantial as demonstrated by competent financial evidence;

2) That the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;

3) That the requested use variance, if granted will not alter the essential character of the neighborhood; and

4) That the alleged hardship has not been self created."

All applicants **MUST** provide written evidence relating to all of these factors when submitting an application for a USE Variance. Applicants should address the four factors noted above individually, by stating the factor and listing appropriate findings or reasons for each, to support the granting of the variance. All relevant financial reports and appropriate evidence should also be attached. These elements will be reviewed and discussed by the Board at the public hearing. Applicants should note that the Board of Appeals, in the granting of variances, "shall grant the ***minimum variance*** that it shall deem necessary and adequate to address the unnecessary hardship ***proven*** by the applicant, and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community."

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BUILDING DEPARTMENT

ZONING BOARD OF APPEALS
AUTHORIZATION FORM

Date: _____

Address of Subject Property: _____

_____ hereby authorizes,
(Property Owner)

_____ from
(Architect/Attorney/Contractor)

_____ to submit the
(Company Name)

Zoning Board Application together with supporting documents for the Zoning Board hearing on

_____.

_____ will also represent
(Representative's Name)

the _____ at the Zoning Board hearing.
(Property Owner)

_____ _____

(Property Owner Signature) **(Architect/Contractor/Attorney Signature)**

02/20/2026 RP

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BUILDING DEPARTMENT

ZONING BOARD OF APPEALS
APPLICANT ACKNOWLEDGEMENT

By making this application, the undersigned Applicant agrees to permit Town officials and their designated representatives to conduct on-site inspections in connection with the review of this application. Any site for which an application has been submitted shall be subject to inspection at any reasonable time, including weekends and holidays, by the Zoning Board of Appeals or its designated representatives. By making this application the applicant agrees to indemnify and hold harmless the Town, its officers and employees, against any damage or injury that may be caused by or arise out of any entry onto the subject property in connection with the processing of the application.

The Applicant agrees to pay all expenses for publication and public notice as required and further acknowledges that he/she shall be responsible for reimbursing the Town for the cost of professional review services required for this application.

It is further acknowledged by the Applicant that all bills for the expenses for publication and public notice as well as professional consultant review services shall be mailed to the Applicant, unless the Town is notified in writing by the Applicant, at the time of initial submission of the application, that such mailings should be sent to a designated representative instead.

The undersigned hereby declare(s) that the information submitted on and with this application is complete and accurate.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

ZONING DATA

ZONE: Address:

SECTION: BLOCK: LOT:

BULK REGULATION		CODE	EXISTING	PROPOSED	VARIANCE NEEDED Y/N	SECTION OF TOWN CODE
LOT						
AREA	MIN.					
WIDTH	MIN.					
DEPTH	MIN.					
COVERAGE	MAX.					
YARD SETBACKS						
FRONT (1)	MIN.					
FRONT (2)	MIN.					
SIDE	MIN.					
SIDE (TOTAL)	MIN.					
REAR	MIN.					
BUILDING HEIGHT						
ROOF MID-POINT	MAX.					
STORIES	MAX.					
FLOOR AREA						
GROSS	MAX.					
OPEN SPACE	MIN.					

Clear Form

Town of Mamaroneck

Town Center
740 West Boston Post Road, Mamaroneck, NY 10543

TEL: 914-381-7830

BUILDING DEPARTMENT

buildingdept@townofmamaroneckny.gov

NOTICE OF AN APPLICATION FOR A VARIANCE OR AN INTERPRETATION OF THE ZONING ORDINANCE

Date: _____ RE: Name: _____

Address: _____

SECTION: _____BLOCK: _____LOT:_____

THIS IS THE ONLY WRITTEN NOTICE YOU WILL RECEIVE. IF THE APPLICATION DESCRIBED BELOW IS NOT DECIDED ON THE DATE SHOWN BELOW, IT WILL BE YOUR RESPONSIBILITY TO CONTACT THE BUILDING DEPARTMENT ABOUT FUTURE MEETINGS INVOLVING THIS APPLICATION.

The applicant has applied to the Board of Appeals ("Board") for a variance from, or an interpretation of a provision of the Zoning Ordinance which is contained in Chapter 240 of the Code of the Town of Mamaroneck ("Code"). The Code is posted on the Town's website www.townofmamaroneckny.gov and is available for purchase or review in the Town Clerk's office at 740 West Boston Post Road, Mamaroneck, New York 10543. Copies of the code will not be mailed, emailed or faxed.

This application will be heard by the Board at its meeting held at the Town Center, 740 West Boston Post Road, Mamaroneck, New York 10543 on (date) _____ at 7:00 PM. You may attend and, to the extent permitted by the rules of the Board, participate in the discussion of the application. That discussion may conclude at the meeting or may be continued at a later date.

If this is an application for a variance, the Board will apply the criteria contained in section 267.1, 267-b2. and/or 267-b3. of the New York State Town Law to determine whether to grant that variance. Copies of these sections can be obtained by visiting the Building Department or the Town's website. They will not be mailed, emailed or faxed.

In deciding whether to approve or disapprove this application, the Board will apply the criteria contained in the sections of the New York State Town Law.

The application is on file in the Building Department at 740 West Boston Post Road, Mamaroneck, New York 10543 and is available for review on the Town's website or in person on weekdays (other than holidays) between the hours of 9:00 AM and 3:30 PM. You may ask the Building Department to make copies of the application and the papers filed to support it. If you ask to have plans, renderings or surveys reproduced, you will be charged for the copies.

At the meeting, but only to the extent permitted by the rules of the Board, you will be allowed to speak either in favor of or against the application. You may submit letters, photographs, drawings, or other tangible evidence prior to, or at the meeting.

Matters before this Board often involve legal and technical questions involving engineering and architecture. You are not required to retain experts or attorneys to present your views on this application; however, you may be represented by experts or attorneys who, to the extent permitted by the rules of the Board, will be allowed to make a presentation on your behalf at the meeting.

If you have any questions, please contact the Building Department at (914) 381-7830 or by email at buildingdept@townofmamaroneckny.gov

UNITED STATES POSTAL SERVICE®

Certificate of Mailing — Firm

Name and Address of Sender

TOTAL NO. of Pieces Listed by Sender

TOTAL NO. of Pieces Received at Post Office™

Affix Stamp Here
Postmark with Date of Receipt.

Postmaster, per *(name of receiving employee)*

	USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1.						
2						
3.						
4.						
5.						
6.						

NOTICE

AN APPLICATION FOR A VARIANCE

WILL BE HEARD BY THE ZONING BOARD

ON (*DATE*) AT 7 PM

AT THE MAMARONECK TOWN CENTER

CONFERENCE ROOM C

FOR INFORMATION CALL

TOWN OF MAMARONECK BUILDING DEPT.

914-381-7830

SIGN SPECIFICATIONS:

(1) A SIGN WITHIN 10' OF PAVED PORTION OF STREET ON EACH STREET FRONTAGE OF APPLICANT'S PROPERTY
(2) SIGN SIZE: 24"W X 20"H
(3) LETTERING: 2" BLOCK
(4) COLOR: GREEN ON WHITE

MAILING LIST

- Mail one (1) notification letter to all properties within a 300' radius of the subject property (see attached list).
- Mail one (1) notification letter to:
  Zoning Department
  C/O Town of Mamaroneck
  740 W. Boston Post Road
  Mamaroneck, NY 10543