

ZONING BOARD OF APPEALS (ZBA)

Town of Orangetown Building Department ▪ 26 Orangeburg Road ▪ Orangeburg, NY 10962
(845) 359-8410 ▪ orangetown.com ▪ landuseclerk@orangetown.com

DATE: _____ SECTION: _____ BLOCK: _____ LOT: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

The following items are required for application acceptance. Documents submitted with your building department application **MUST** coincide with the documents submitted with your land use board application. Documents submitted with your building department application cannot be used for this application and must be submitted separately. Any changes to the originally submitted documents must be reviewed by the building department before scheduling a land use board hearing.

1. ☐ This application completed, signed, and dated.
2. ☐ A narrative summary explaining the project. Include all relevant information that would be of interest to the board.
3. ☐ A copy of the referral letter from the building department, which is the document that referred you to this board. Or a copy of your decision if your project was previously reviewed by the Planning Board.
4. ☐ Copy of the recorded deed to present owner of the property. If you are a tenant of the property, the lease is needed as well. If you need a copy of your deed, this can be purchased through the Rockland County Land Records at the Rockland County Clerk's Office (845-638-5070).
5. ☐ Agents must provide written authorization from the owner to appear in front of the board if the owner will not appear with them, this is not included with this application. Contract Purchaser may file a copy of the contract.
6. ☐ Complete the Short Environmental Assessment form. EAF mapper is available at www.gisservices.dec.ny.gov/eafmapper, if needed for reference.
7. ☐ If the owner and/or applicant is listed as an Entity, a completed Entity Disclosure Statement **MUST** be submitted with this application. If the owner and the tenant are different, then an Entity Disclosure is required for each party. The only accepted Entity Disclosure Statement is the Town of Orangetown's Entity Disclosure Statement.
8. ☐ Self-sealing, #10 envelopes, with a USPS forever stamp attached and addressed to all property owners within 200' of the perimeter of the site. The return address should be left blank. Applicants must request the property mailing list from the Board Clerk and submit a copy of this list with their application.

9. ☐ Two (2) copies of the survey plan of the property, as it exists, scale (1 inch = 30 feet minimum), showing all zoning bulk, bulk chart, and lot dimensions, size and use of all existing and proposed structures, north arrow and vicinity map. Plans **MUST** be signed and sealed by a NY State Professional Engineer and/or Land Surveyor.
10. ☐ Two (2) copies of architectural plans showing dimensions and height of existing and proposed construction. Plans **MUST** be signed and sealed by a NY State Licensed Architect or Professional Engineer.
11. ☐ Provide ONE check for applicable fees made payable to 'Town of Orangetown'. Please note, the fees below are applicable to all applications unless the project is a continuation or referred from the Planning Board.

	Residential	Commercial
Variance/ Special Permit	\$250	\$400
GIS Database Fee*	\$65	\$65
Legal Notice Advertisement Fee	\$150	\$150
TOTAL	\$465	\$615

Once the application is deemed complete by the Board Clerk, the applicant will be required to submit additional documents, including additional plan sets (between 8-15 sets may be needed). Plans **MUST** be signed and sealed by the appropriate New York State Professional. All drawings shall be submitted in PDF format via email to: landuseclerk@orangetown.com

Once all items are received, the project will be assigned to the appropriate hearing date by the Board Clerk and the applicant will be notified. Please note, the application process takes approximately 40 days from the time your application is deemed complete by the Board Clerk to a hearing date.

Properties or projects that are located within 500 feet of certain criteria, outlined by Rockland County Planning, may be subject to a General Municipal Law Review (GML). This review is conducted by the Rockland County Commissioner of Planning, under the State General Municipal Law, § 239 L, M, and NN. This process requires a 30-day review period, which could extend the general 40-day meeting date expectation.

Once scheduled for a meeting date, all applicants are required to erect signs containing information regarding the public hearing. These notices will need to be displayed on every lot corner and once every 100 feet facing each public street on which the property abuts, see Chapters 21 & 21A of the Town of Orangetown Town Code. Such signs shall be obtained from the Land Use Boards' Office within the Building Department. The Board Clerk will notify the applicant when signs are ready to be picked up.

TOWN OF ORANGETOWN ZBA

DATE SUBMITTED: _____

PROJECT NAME: _____

STREET ADDRESS: _____

TAX MAP DESIGNATION

Section: _____ Block: _____ Lot(s): _____

Section: _____ Block: _____ Lot(s): _____

DIRECTIONAL LOCATION

On the _____ side of _____, approximately _____ feet
(North, South, East, West, etc.) (Street name of property) (# of feet)

_____ of the intersection of _____, in the Town of Orangetown,
(North, South, East, West, etc.) (Closest major intersection to the project)

in the hamlet/ village of _____.

Total Acreage of Parcel: _____

Ambulance District: _____

Zoning District: _____

Fire District: _____

School District: _____

Postal District: _____

Water District: _____
(Well or Municipal)

Sewer District: _____
(Septic or Municipal)

Please check all that apply:

☐ Residential

☐ Commercial

☐ Area Variance

☐ Special Permit

☐ Use Variance

☐ Appeal

☐ Conditional Use

☐ Other (Specify) _____

☐ Interpretation

Permit #: _____

Assigned Building Inspector: _____

Are you being referred to the Zoning Board by another board? _____

If yes, please provide the name of the board(s) and date of those meeting(s): _____

PROJECT DESCRIPTION

PROJECT OR PROPERTY HISTORY

Has this project ever been reviewed before? _____

Has this property ever been reviewed before? _____

If yes to either question, please provide a narrative about the project. Please include the project number(s), name(s), date(s), and which board(s) you appeared before along with the status of those appearances:

If there are any additional, abutting properties in the same ownership as this project, please list the tax map designation for each property:

Section: _____ Block: _____ Lot(s): _____

Section: _____ Block: _____ Lot(s): _____

The undersigned agrees to an extension of the statutory time limit for scheduling a public hearing.

Date: _____ Applicant's Signature: _____

PROJECT CONTACTS

CONTACT PERSON: _____ PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

(Address and street name or Post Office Box)

(City)

(State)

(Zip Code)

APPLICANT: _____ PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

(Address and Street Name or Post Office Box)

(City)

(State)

(Zip Code)

PROPERTY OWNER: _____ PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

(Address and Street Name or Post Office Box)

(City)

(State)

(Zip Code)

ENGINEER: _____ PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

(Address and Street Name or Post Office Box)

(City)

(State)

(Zip Code)

ARCHITECT: _____ PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

(Address and Street Name or Post Office Box)

(City)

(State)

(Zip Code)

SURVEYOR: _____ PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

(Address and Street Name or Post Office Box)

(City)

(State)

(Zip Code)

ATTORNEY: _____ PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

(Address and Street Name or Post Office Box)

(City)

(State)

(Zip Code)

AFFIDAVIT PURSUANT TO § 809 OF GENERAL MUNICIPAL LAW

I _____, being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Mailing Address: _____

Certifies that he/she is owner or agent of all that certain lot, piece or parcel of land and/or building 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 responsibility for the owner, in connection with his application for the relief set forth:

2. To the Zoning Board of Appeals of the Town of Orangetown, Rockland County, New York.

Application, petition or request is hereby submitted for:

- ☐ Variance or modification from the Town of Orangetown Code
- ☐ Special permit
- ☐ Review and approval of proposed subdivision plat
- ☐ Other (please explain) _____

3. To permit construction, maintenance and use of _____

Premises affected are in a _____ zone and from the Town of Orangetown.

Section: _____ Block: _____ Lot(s): _____

(continued on next page)

4. There is no state officer, Rockland County officer or employee or town/ village 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/village officer or employee nor any member of his family in any of the forgoing 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 service rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.
5. 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 Rockland or of the Town of ORANGETOWN 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/village officer or employee and nature and extent of office, interest or participation or association having an interest in such ownership or in any business entity sharing in such ownership _____
 - f. In the event of corporate or limited liability company ownership: A list of all directors, officers and stockholders of each corporation or members of each limited liability company owning more than five percent (5%) of any class of stock or more than five percent (5%) beneficial interest, must be attached, if any of these are officers or employees of the State of New York, or of the County of Rockland, or of the Town of Orangetown. _____
6. I do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

PRINT NAME: _____

INITIAL: _____

DATE: _____

AFFIDAVIT OF OWNERSHIP/ OWNER'S CONSENT

I, _____ being duly sworn, hereby depose and say that I reside
in the county of _____ in the state of _____.

I am the * _____ owner in the fee simple of
(Relationship to the owner, or relationship to the deed)

premises located at _____

described in a certain deed of said premises recorded in the Rockland County Clerk's Office.

Said premises have been in my/ its possession since _____.

Said premises are also known and designated on the Town of _____.

Tax Map Designation as:

Section: _____ Block: _____ Lot(s): _____

I hereby authorize the within application on my behalf and that the statement of fact contained in said application is true and agrees to be bound by the determination of the Zoning Board.

PRINT NAME: _____

INITIAL: _____

DATE: _____

I affirm this _____ day of _____, 20____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

(Signature)

**If the owner is a corporation, fill in the office held by deponent and name of corporation, and provide a list of all directors, officers and stockholders owning more than 5% of any class of stock.*

REIMBURSEMENT FOR PROFESSIONAL CONSULTING SERVICES & OWNER/ APPLICANT'S CONSENT TO VISIT PROPERTY

The Zoning Board of Appeals, in the review of any application described above, may refer any such application presented to it to such engineering, planning, environmental or other technical consultant as such Board shall deem reasonably necessary to enable it to review such application as required by law. The charges made by such consultants shall be in accord with such charges usually made for such services in the metropolitan New York region or pursuant to an existing contractual agreement between the Town/Village for the cost of such consultant services upon receipt of the bill. Such reimbursement shall be made prior to final action on the application. Permits will not be issued and site plans, or subdivisions will not be signed until bill is paid in full.

I _____, owner/ applicant of the property described in the application submitted to the Zoning Board of Appeals, and/or supporting staff, do hereby give permission to members of said boards and/ or supporting staff to visit the property in question at a reasonable time during the day.

PRINT NAME: _____

INITIAL: _____

DATE: _____

APPLICANT'S SIGNATURE AND CERTIFICATION

I _____ hereby depose and say that all the above statements contained in the papers submitted herewith are true.

PRINT NAME: _____

INITIAL: _____

DATE: _____

I affirm this _____ day of _____, 20_____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

(Signature)