

- ☐ **VARIANCE:** ☐ Residential Fee \$400 ☐ Commercial Fee \$600 ☐ Appeal Determination Fee \$400
- ☐ **SPECIAL USE PERMIT: Fee \$400** Note: A Preliminary Site Plan Application complying with all requirements of Article IX, [§125-88](#) of the Bedford Town Code must be filed with the Planning Board at planning@bedfordny.gov
Checks payable to the Town of Bedford

Name of Owner: _____

Property Address: _____

Mailing Address: _____

if different than property Address

Email: _____ Telephone: _____

Professional / Contractor / Primary Contact: _____

Email: _____ Telephone: _____

[Section-Block-Lot](#) (Tax ID): _____

[Zoning District](#) (indicate district from the following options): _____

R4A R2A R1A R1/2A R1/4A TF VA MF EL RO CB NB LI RB PB-O PBR PB-O(K)

Building Coverage %: _____ Impervious Surface %: _____

Within a designated Historic District: ☐ [Bedford Village Historic District](#)
☐ [Katonah Historic District](#)

Property is listed on the [HBPC Historic Properties List](#): ☐ Tier I ☐ Tier II

Property is within a Wetland: ☐ [State/Federal](#) and/or ☐ [Local](#)

Abuts a State or County road or park: ☐ Yes ☐ No

The applicant requests that the Board approve the issuance of a Variance/Special Permit under the following section of the Bedford Town Code:

Article & Section #'s (list all that apply): _____

Application to Permit (list all variances/special permits being sought and work being done):

Signature of Property Owner

Signature of Applicant

Authorization: If submitted by someone other than the property owner, a written authorization signed by the property owner is required OR the owner's signature must be on this application.

Office Use

Meeting Date: _____

Check #: _____

Rec. #: _____

Visit the Zoning Board of Appeals at: <https://bedfordny.gov/374/Zoning-Board-of-Appeals> for meeting and submission deadline dates.

File a complete application by the submission deadline date. A building permit application must be filed along with the variance application. Special permit applications and specific variance applications may require review by other town boards. These reviews will be coordinated through this office. If you are filing the application on the owner(s) behalf, please have the owner sign the application or obtain a letter of authorization permitting you to act as their representative.

Submit five copies of survey, site plan with zoning analysis & coverages and building elevations (construction drawings are not needed). **Plans > 24" x 36" will not be accepted.** The site plan and survey must indicate the exact setback dimension of the variance requested. An application is not complete unless it includes a zoning table prepared by a design professional which must include existing and proposed site conditions such as: lot area, setbacks, existing and proposed building and impervious surface coverage calculations.

Email complete application and plans to Zoning@bedfordny.gov.

Public Notice: The Zoning secretary will submit the notice to the Town's designated newspaper for publication. Instructions for mailing the public notice along with addresses of property owners within 500' of the perimeter of the subject parcel to mail the notice to will be provided to you. The public notice may be sent by regular mail (certified mail is **not** required) at least 10 days prior to the scheduled date of the public hearing. Public notices must not be placed in mailboxes. An Affidavit of Mailing, must be completed and notarized subsequent to the mailing and returned to this office prior to the public hearing date along with a copy of the list of property addresses with section, block and lot numbers **MUST** be attached to the Affidavit of Mailing. If you fail to mail the notice as described above, the public hearing will be cancelled.

Site Visit: Zoning Board members will individually visit the property prior to the scheduled public hearing and must have access to the property. Please inform the secretary if there are any instructions for property access. Areas of any new structures or additions being proposed should be marked/staked to ensure the Board members can easily find the proposed location of construction during their site visit.

Applicants and/or their representatives must attend the scheduled public hearing and must present the proposal and explain the need for the variance(s) to the Zoning Board members.

If approved, the applicant must coordinate with the Secretary to initiate the building permit process.

Property Address:		
Lot Size – Acreage		
Existing/Required by Code:		
Lot Area Square Footage:		
Building Coverage Calculation List and add up all square footages (footprint) of all structures (e.g. residence, accessory structures, pool, etc.) Note: tennis court list 50% in building and 50% in impervious:		
List Structures	Existing Building Coverage Square Feet	Proposed Building Coverage Square Feet
Total % of Existing and Proposed Building Coverage:		
Impervious Surface Calculation Those surfaces, improvements and structures that cannot effectively infiltrate rainfall, snowmelt and water (e.g. pavement, sidewalks, paved driveways, etc.). List each structure/surface existing and proposed on the property. Note: tennis court list 50% in building and 50% in impervious		
List Hardscape Items	Existing Impervious Coverage Square Feet	Proposed Impervious Coverage Square Feet
Enter total Building Coverage sq ft from above:		
Total % of Existing and Proposed Impervious Surface Coverage:		