VILLAGE OF
Wesley Hills
ESTABLISHED 1982

432 Route 306
Wesley Hills, N.Y. 10952-1221

Phone (845) 354-0400 • Fax (845) 354-4097 • www.wesleyhills.gov

INSTRUCTIONS

The following must be completed before the application is reviewed and scheduled for the Zoning Board of Appeals meeting:

1. Filing fee of $150.00 for an existing residence. For actions involving ***new*** one-family residences, $150.00 plus $100.00 per variance sought. For all actions involving all other existing uses, $250.00, plus $100.00 per variance sought. For all other uses, $350.00 plus $100.00 per variance sought. A separate escrow fee of $500.00 is also required for all applications. Please make all payments payable to the ***Village of Wesley Hills.***
2. 12 copies of the application,
3. 12 copies of a plot plans drawn to scale (showing setbacks and other dimensions) or 12 surveys that have been sworn or attested to as being true and accurate.
4. 12 copies of a narrative describing why the applicant is appearing before the board.
5. 12 copies of the Building Inspector 's determination/Code Inspector's determination/referral from the Planning Board/for an interpretation of the Zoning Code.
6. 12 copies of a complete NYS DEC short EAF.
7. List of names and addresses, along with stamped self-addressed envelopes, of all property owners within a 750-foot radius of the property covered in the application.
8. 12 copies of a vicinity map.

The application must be received at least four weeks prior to being scheduled for a ZBA meeting and is subject to review by the ZBA Attorney. You will be notified of the date of the meeting. You will be provided with posters giving notice of the hearing which shall be posted in a conspicuous place visible from every street along the frontage of the property referred to in the application. These notices must be posted 10 days prior to the scheduled meeting.

For additional information, please contact Stephanie Caputo, Secretary to the Planning and Zoning Boards at (845) 354-0400 or pzclerk@wesleyhills.gov.

PART I

Name of Municipality VILLAGE OF WESLEY HILLS Date _____

Please check all that apply:

_____ Planning Board	_____ Architectural Review
__X__ Zoning Board of Appeals	_____ Historical Board
_____ Municipal Board	
_____ Subdivision	____ Pre-preliminary/Sketch
_____ Number of Lots	____ Preliminary
_____ Site Plan	____ Final
_____ Special Permit	____Conditional Use
_____ Zoning Code Amendment	____Zone Change
__X__Variance * *(Fill out* **Part II** *of this form.)*	

Project Name:_____

Applicant:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

Property Owner:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

Engineer/Architect/Surveyor:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

Attorney:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

Contact Person:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

Tax Map Designation:

Section_____Block_____Lot(s)_____

Section_____Block_____Lot(s)_____

Location: On the_____side of_____,

_____feet_____of_____.

Acreage of Parcel_____**Zoning District**_____

School District_____**Postal District**_____

Project Description: *(If additional space required, please attach a narrative summary.)*

_____

_____

_____

_____

_____

_____

If **subdivision**:

1) Is any variance from the subdivision regulations required?_____
2) Is any open space being offered?____If so, what amount? _____

Project History: Has this project ever been reviewed before?_____

If so, list case number, name, date, and the board you appeared before.

_____

_____

List tax map section, block & lot numbers for all other abutting properties in the same ownership as this project.

_____

_____

"Permission is hereby granted to the Village of Wesley Hills, its agents, servants and employees to enter upon the above described property solely for the purposes incidental to the within application at reasonable times upon reasonable notice to the owner or tenant in possession."

This property is within 500 feet of:
(Check all that apply)

IF ANY ITEM IS CHECKED, A REVIEW MUST BE DONE BY THE ROCKLAND COUNTY COMMISSIONER OF PLANNING UNDER THE STATE GENERAL MUNICIPAL LAW, SECTIONS 239 K, L, M, AND N.

_____ State or County Road
_____ Long Path
_____ Municipal Boundary
____State or County Park
____County Stream
____County Facility

List name(s) of facility checked above. _____

_____

Applicant's Signature and Certification

State of New York)
County of Rockland) SS.:
Town/Village of_____)

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

_____
Mailing Address _____
_____
_____

SWORN to before this
_____day of_____, 20_____

_____
Notary Public

Affidavit of Ownership/Owner's Consent

State of New York)
County of Rockland) SS.:
Town/Village of_____)

I,_____being duly sworn, hereby depose and say that I reside at:_____

_____

in the county of_____in the state of_____.

I am the *_____owner in fee simple of premises located at:

_____

_____

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

Said premises have been in my/its possession since 19_____. Said premises are also known and designated on the Town of_____Tax Map as:

section_____block_____lot(s) _____

.

I hereby authorize the within application on my behalf, and that the statements of fact contained in said application are true, and agree to be bound by the determination of the board.

Owner _____
Mailing Address _____
_____

SWORN to before this
_____day of_____, 20_____

_____
Notary Public

** If 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.*

Affidavit Pursuant to Section 809 of the General Municipal Law

State of New York)
County of Rockland) SS.:
Town/Village of_____)

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. Print or type full name and post office address

_____

_____

_____

_____

certifies that he 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 has been duly and properly authorized to make this application and to assume responsibility for the owner** in connection with this application for the relief below set forth:

2. To the_____of the Town/Village of
(Board, Commission or Agency)
_____, Rockland County, New York:

Application, petition or request is hereby submitted for:

( ) Variance or modification from the requirement of Section_____;

( ) Special permit per the requirements of Section_____;

( ) Review and approval of proposed subdivision plat;

( ) Exemption from a plat or official map;

( ) An order to issue a certificate, permit or license;

( ) An amendment to the Zoning Ordinance or Official Map or change thereof;

( ) Other (*explain*)_____;

_____

To permit construction, maintenance and use of _____

_____

_____

3. Premises affected are in a_____zone and from the town of _____tax map, the property is know as Section_____, Block,_____, Lot(s)_____.

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 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 service 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 Rockland or of the Town/Village of _____ 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, state name and address of such relative and nature of relationship to officer and 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 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 Rockland, or of the Town/Village of_____.

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.

_____

Mailing Address _____

_____

SWORN to before this

_____day of_____, 20_____

_____

Notary Public

VILLAGE OF WESLEY HILLS

432 Route 306
Wesley Hills, New York 10952
(845) 354-0400 Fax: (845) 354-4097

AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK }
COUNTY OF ROCKLAND } SS:
VILLAGE OF WESLEY HILLS }

_____being duly sworn, deposes and

says that he/she resides at_____

_____

in the County of Rockland, State of New York; that he/she is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Village of Wesley Hills, and designated on the Town of Ramapo Map as Section No._____Lot No._____and that he/she hereby authorizes the attached application to be submitted in his/her behalf and that the statements of fact contained in said application are true.

The applicant is the (owner) (contract vendee) of the said property.

Owner:_____

Address:_____

_____

Sworn to before me this

_____day of_____20____

_____
Notary Public

AFFIDAVIT

State of New York)
County of Rockland) SS.:
Town/Village of_____)

I,_____being duly sworn deposes and says that he is the applicant, agent or attorney for applicant, in the matter of the petition before the_____*(board)* in the town/village of_____affecting property located at _____, Rockland County, New York.

That the following are all of the owners of property **750 feet** *(distance)* from the premises as to which this application is being taken.

SECTION/BLOCK/LOT	NAME	ADDRESS

SWORN to before this

_____day of_____, 20_____

_____
Notary Public

VILLAGE OF WESLEY HILLS

432 Route 306
Wesley Hills, New York 10952
(845) 354-0400 Fax: (845) 354-4097

AFFIDAVIT OF POSTING

STATE OF NEW YORK }
COUNTY OF ROCKLAND } SS:
VILLAGE OF WESLEY HILLS }

_____being duly sworn, deposes and says that he/she is the applicant in the matter of an application before the Village of Wesley Hills Zoning Board affecting property located at _____, Wesley Hills, Town of Ramapo, Rockland County, New York.

That on the_____day of_____20_, he/she posted the posters provided by the Zoning Board of the Village of Wesley Hills giving notice of the hearing on this application in a conspicuous place visible from every street along the frontage of the plot affected by this application.

_____

Sworn to before me this

_____day of_____200____

_____
Notary Public

DISCLAIMER

APPLICANT TAKES FULL RESPONSIBILITY FOR RESEARCHING THE TAX MAP FOR THE LIST OF NAMES OF PROPERTY OWNERS ON THE ENCLOSED *AFFIDAVIT OF MAILING LIST*, AND SUPPLYING THE NECESSARY AMOUNT OF SELF-ADDRESSED STAMPED ENVELOPES.

THE APPLICANT'S ENVELOPES MUST COINCIDE WITH THE LIST. THE CLERK'S RESPONSIBILITY IS LIMITED TO CHECKING NAMES ON THE ENVELOPES AGAINST THE AFOREMENTIONED AFFIDAVIT BEFORE MAILING THEM.

RECEIPT OF THIS DISCLAIMER IS ACKNOWLEDGED

_____
APPLICANT

_____
DATED

PART II

Application before the Zoning Board of Appeals

Application, petition or request is hereby submitted for:

( ) Variance from the requirement of Section_____;

( ) Special permit per the requirements of Section_____;

( ) Review of an administrative decision of the Building Inspector;

( ) An order to issue a Certificate of Occupancy;

( ) An order to issue a Building Permit;

( ) An interpretation of the Zoning Ordinance or Map;

( ) Certification of an existing non-conforming structure or use;

( ) Other (*explain*)_____;

_____

To permit construction, maintenance and use of _____

_____

_____