

Town of Kent Zoning Board of Appeals

Application Filing Directions

- 1) REVIEW THE REQUIRMENTS SECTION OF THE APPLICATION
- 2) COMPLETE THE APPLICANT SECTION AND ALL APPLICABLE SECTIONS TO AVOID DELAYS
- 3) TAX MAP NUMBER AND ZONING DISTRICT CAN BE FOUND AT: <https://townofkent.sdgny.com/>
- 4) STATE THE REASON FOR YOUR REQUEST - (See Glossary of Terms Below)
- 5) COMPLETED APPLICATIONS ARE SUBMITTED TO THE BUILDING DEPARTMENT

GLOSSARY OF TERMS

Reason for request examples include: Selling Home, Storage space, equipment storage, replacing existing structure, or to request an interpretation of current zoning code.

Types of Variances: Use and Area (examples below)

Use Variance: Request for a zoning change; or to allow use not otherwise permitted by the requirements of the current town zoning code. Action Requested Examples Include: Use variance to allow a house in a commercial district.

Area Variance: To allow for a variation from the area or dimensional requirements of the current town zoning code. Action Requested Examples Include: To allow a structure within a required setback or on a substandard lot.

For more information visit <https://www.Townofkentny.gov/zoning-board-of-appeals/pages/criteria-for-variances>; or visit the New York State Planning Association website.

FREQUENTLY ASKED QUESTIONS:

Are workshops open to the public? Yes, but participation is limited to observation only unless called upon by the chairman or chairman's designee.

What day and time are the zoning board workshops and regular meetings? Workshops are usually the first Monday of the month; regular meetings are usually the third Monday of the month unless otherwise posted on the town website. All workshops and meetings begin at 7pm.

What are my options should my application be denied? You may file a request an Article 78 proceeding from the Supreme Court of Putnam County (usually done by an attorney)

Who may I contact for any questions or issues regarding zoning board matters? You may contact the Town of Kent Building Department by phone, or email at buildingclerk@townofkentny.gov

Town of Kent
25 Sybil's Crossing
Carmel, NY 10512

Z.B.A. No. _____

Meeting: _____

Request for Hearing - Application for Variance

Requirements

- 1) Application must be clearly printed or typed to avoid any delays in processing
- 2) Application Fee of \$ _____ Included
- 3) One Copy of survey must be submitted with the application
- 4) Applicant or Representative must be present at hearing
- 5) Applications should be submitted one month prior to the scheduled ZBA hearing
- 6) Applicant must notify all property owners within the required distance of the property (R40 & R80 Districts 500') (R-10, PRD, Commercial or IOC Districts 100') of the intention to submit an application for a variance. Notice must be sent certified mail return receipt requested, and mailed at least seven days before the hearing. Applicant(s) should present receipts of mailings to the zoning board at the time of hearing to avoid any delay.

Name: _____ Date of Application _____

Property Address: _____

Mailing Address:(If Different) _____

Tax Map# _____ Zoning District: _____

Phone: _____ Email Address: _____

Signature: _____ Print Name: _____

Reason for Request and Action Requested (additional sheets can be attached) _____

Applicants Requesting an Area Variance Must Complete the Below Sections

REQUIRED BY ZONING LAW	DIMENSION REQUESTED	VARIANCE REQUESTED
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Please review online at nysenate.gov/legislation/laws/GMU/239-M or otherwise Section 239-M of the General Municipal Law. Does the requested action meet the referral requirements? For example: the property is within 500 feet of a town boundary, county or state recreation area or county or state road? ____ YES ____ NO

Zoning Board Use Only

Application: Approved Denied Held Over Referred Other

Notes _____

Chairman's Signature: _____