

**TOWN OF PLATTEKILL
ZONING BOARD OF APPEALS
P.O. BOX 45
MODENA, N.Y. 12548
845-883-7331**

**APPLICATION TO ZONING BOARD OF APPEALS
NO APPLICATION WILL BE ACCEPTED WITHOUT FEES**
A check or money order payable to: "Town of Plattekill"
See attached fee schedule for fees to be paid

Chairman: Wilfrido Castillo

APPLICATION FOR:

Variance: _____ Area Variance: _____ Use Variance: _____

Appeal of Zoning Enforcement officer: _____ Interpretation: _____

APPLICANT FILLS OUT THIS SECTION

Applicant/Owner: _____

Mailing address: _____

Telephone number: _____

Property location: _____

SBL# _____

REQUEST

Please fill out in detail the reason for your request:

REASON WHY THE VARIANCE IS NEEDED (what is the hardship)

STATE ANY PRIOR ZONING BOARD APPEALS OR ACTIONS ON THIS PROPERTY

Applicant signature

Date

Owner, if different

FOR DEPARTMENTAL USE: PROCEDURE CHECK LIST

APPLICATION FORM FEE (including public hearing fee) _____

NOTORIZED LETTER OF REPRESENTATION OR POWER OR
ATTORNEY _____

COMPLETED APPLICATION FORM _____

CLEAR, DETAILED SKETCH OF THE PROPOSAL, drawn to scale _____

THREE COPIES OF SURVEY OR MAP OF THE PROPERTY _____

NOTICE OF DETERMINATION FROM BUILDING INSPECTOR _____

INITIAL REVIEW BY BOARD _____

PUBLIC HEARING OPENED _____

PUBLIC HEARING EXTENDED _____

LETTERS FROM NEIGHBORS ON EITHER SIDE OF THE PROPERTY
STATING THAT THEY WILL NOT/CANNOT SELL ANY PROPERTY TO
THE APPLICANT _____

RETURNED GREEN CARDS/WHITE RECEIPT/ENVELOPES FOR
NOTIFICATION TO NEIGHBORING PROPERTY OWNERS WITHIN 500
FEET _____

PUBLIC HEARING CLOSED _____

FIVE FACTORS _____

MOTION TO APPROVE/DENY _____

CONDITIONS/COMMENTS:

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PROCEDURE

Complete the attached form, and submit it along with a Notarized Letter of Authorization, OR Power of Attorney, if you are a representative of the applicant. An application fee made payable to “The Town of Plattekill” should be included in your submission (see the fee chart for the appropriate fee).

Ten copies of a map depicting the property and clear detailed description of your variance request is required. The application and map will then be reviewed by the Building Inspector, who will issue a Notice of Determination. At this time, the Zoning Board Clerk will schedule you for the next available agenda.

You will be asked to provide letters from property owners on either side of your property indicating that they will not/cannot sell you any land.

A public hearing will be scheduled at the Board’s discretion after your first meeting. You will be provided with a list of addresses for property owners within 500 feet of your property line, and will be required to send out legal notices (which will be provided) certified, return receipt to each property owner. All white receipts and returned green cards should be brought to the public hearing along with any undelivered envelopes. According to Town policy, 50% of the mailings must be returned in order to close the public hearing.

The Zoning Board of Appeals meets every second and forth Thursday of the month, although meeting dates are subject to change.

If you have any questions, please contact the Zoning Board Clerk at 883-7331.

****Contact with the Zoning Board Attorney is prohibited as there are no escrow accounts set up for communication between the applicant (or applicant’s representative) and the Zoning Board Attorney. Any bills received by the Zoning Board for unauthorized communication will be paid promptly by the applicant or applicant’s representative.**

