ZONING BOARD OF APPEALS
TOWN OF CARMEL
PUTNAM COUNTY

Town Hall, Town of Carmel
60 McAlpin Ave.
Mahopac, N.Y. 10541
(845)628-1500

THE OFFICIAL DEADLINE FOR FILING A ZBA APPLICATION IS APPROXIMATELY TWO (2) WEEKS PRIOR TO THE MEETING. HOWEVER, AT THE CHAIRMAN'S DISCRETION, THE AGENDA MAY BE CLOSED PRIOR TO THAT. THEREFORE, IT IS ADVISABLE TO FILE YOUR APPLICATION AS SOON AS IT IS COMPLETED.

IF YOU ARE FILING A VARIANCE FOR SOMETHING THAT WAS DONE WITHOUT A BUILDING PERMIT, PLEASE BE ADVISED THAT IF A VARIANCE IS GRANTED, YOU MUST THEN APPLY FOR A BUILDING PERMIT.

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INSTRUCTIONS TO APPLICANTS FOR A VARIANCE - HOW TO APPLY

The completed, notarized application must be submitted to the Building Inspector. When he approves and initials the application, it is then submitted to the secretary of the Zoning Board accompanied by the following documents.

A. **Original & 11 copies of the application with all questions answered.**
B. **Original & 11 copies of survey or map prepared by a registered land surveyor or professional engineer showing the property involved, the location of all existing structures, if any, driveways, side front and rear yard setbacks of any buildings located on the premises.**
C. **Original & 10 copies of Authorization Form.**
D. **Original & 11 copies of the construction plans including elevations**
E. **Three copies of disclosure addendum statement. Just sign & date.**
F. **Original and ten copies of directions to the property.**
G. **One copy of your deed.**
H. **Affidavit for photo & installation of notification (signs).**
I. **Check or money order payable to the Town of Carmel. The fee schedule is:**

Area Variance application	**$200.00**
Use Variance	**$400.00**
280(a) exemption	**$400.00**
Interpretation of Ordinance	**$400.00**
Notification Sign (each)	**$ 25.00**
Labels to Notify Adjoiners	**$ 25.00**

J. **After the deadline for filing has passed, you must pick up a copy of the legal notice from the Zoning Board office. The secretary will give you a list of the adjoiners within 500 feet of your property. You will photocopy the legal notice, place it in a stamped, addressed envelope, seal and return the envelopes to the Zoning Office. Do not use a return address.**

SCHEDULING OF THE PUBLIC HEARING

The ZBA will hold a public hearing on your request, notice of which will be published in the Town's official newspaper by the board's secretary. A variance request pending sign, which will be provided with the application, must be posted where it can be seen from a car at least seven (7) days prior to the public hearing.

ATTENDANCE AT THE HEARING

You, your attorney, or your agent must attend the public hearing. If no one can be present you must request an adjournment.

REQUIREMENTS FOR SIGN NOTIFICATION

1. **One or more signs erected within 3 days of acceptance of application.**
2. **One sign installed within 10 ft of each boundary that abuts a road.**
3. **2 ½ ft to 3 ft off the ground (to the bottom of the sign).**
4. **Remove ten (10) days after final decision by board or within five (5) days of withdrawal or determination of being inactive (6 months inactive).**
5. **Provide affidavit and photos prior to the public hearing or application will not be heard by the board.**

PHOTOS CAN BE EMAILED TO: rtrombetta@ci.carmel.ny.us

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_____
IN THE MATTER OF THE APPEAL
OF
_____

TO THE ZONING BOARD OF APPEALS
OF THE TOWN OF CARMEL

Application Date: _____, 20_____

Application For: (circle applicable): Area Variance(_____) Use Variance Interpretation 280A
CODE SECTION

Name of Property Owner:_____ Address:_____
(Address) (City) (State)

Mailing Address:_____ Phone Number(s):_____
(Address) (City) (State)

Zoning District:_____ Tax Map: _____ - _____ - _____
(R-120, Commercial, C/BP, or Conservation) (section) (Block) (Lot)

Applicant is: (circle one) (Owner) (Lessee) (Contract Vendee) **[Attach deed, contract of sale or lease agreement]**

E-Mail Address:_____

Previous Appeals regarding the subject premises

DATE	REQUEST	RESULTS

List all improvements (1 family dwelling, pool, etc.) _____

The owner shall submit with this application supporting materials including plans, elevations, landscaping diagrams, traffic circulation diagrams, neighborhood land use maps, property survey, photographs of property and any other materials that will assist the Board to understand the request. List attachments here:_____
_____

Is any portion of the property within 500 ft. of any state or county highway, town boundary, parkway or public lands? YES/NO
Explain:_____

I, the applicant, am seeking permission to: _____
_____

CODE REQUIRES	PROVIDED	VARIANCE REQUIRED

State of New York)
ss:
County of Putnam)
The undersigned petitioner, being duly sworn, deposes and says that (he) (she) has read the foregoing petition and knows the content thereof, and that the same is true to (his) (her) knowledge except as to the matters therein stated to be on information and belief, and as to those matters (he) (she) believes to be true.

Sworn to before me this _____ day of _____ 20_____

_____
Notary Public

Petitioner_____ Date_____

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AUTHORIZATION FORM

RE: Property of: _____
(Owner)

Located at: _____, _____
(Address) (City, Town, Village)

Tax Map #: _____

In the matter of: _____
(Variance Request)

To whom it may concern:

This letter is to authorize _____,

a/an (check one) Attorney_____Engineer_____ Architect_____ Other_____(_____)

to apply for the required variance(s) on the above noted property and to sign all necessary papers and make all necessary representations on my behalf in connection with the above-mentioned matter.

Countersigned: _____
(Representative)

_____
(Print Name)

Mailing Address: _____

_____

State: _____ Zip: _____
Telephone # _____
Date: _____
E-mail: _____

Signed: _____
(Owner of Property)

_____
(Print Name)

Mailing Address: _____

_____

State: _____ Zip: _____
Telephone # _____

NOTE: The willful submission of false or inaccurate information on this application may result in the dismissal of the application, or the revocation of any action taken on the application, or both.

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NOTIFICATION TO PROPERTY OWNERS WITHIN 500 FEET

To the best of my knowledge and to the extent of the records in the Assessor's Office currently in the Town of Carmel the following is a complete list of property owners within 500 feet of the property under consideration by the Zoning Board of Appeals

Print Name: _____ Signature: _____

Address: _____

_____

Date: _____

Attach list of names and addresses of property owners that you received from the Town of Carmel Tax Assessor's Office to this page.

*NOTE: The willful submission of false or inaccurate information on this application may result in the dismissal of the application, or the revocation of any action taken on the application, or both.

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DIRECTIONS TO SUBJECT PROPERTY STARTING FROM TOWN HALL (60 MCALPIN AVE., MAHOPAC)

_____

_____

_____

_____

_____

_____

_____

_____

_____

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AFFIDAVIT FOR INSTALLATION OF NOTIFICATION SIGN(S)

STATE OF NEW YORK)
ss:
COUNTY OF PUTNAM)

I, the undersigned, being duly sworn, depose and say:

1. That my name is_____ and that I am the applicant for the project

   _____, at the premises located at _____

   _____, in the Town of Carmel, County of Putnam, State of New York.

2. That the Tax Map identification of the property which I/we own is TM # _____

3. That I am aware of and acknowledge the fact that under Town of Carmel Local Law 3 of 2012, I am responsible to post and maintain one or more notification signs as required by code on the above mentioned property.

4. I hereby swear the signs have been posted and will be maintained.

5. This affidavit if given pursuant to the Town Code of the Town of Carmel for the purpose of allowing the Planning Board and/or Zoning Board of Appeals to hear an application for approval.

6. I make this affidavit with full knowledge of the act that offering a false instrument for filing is a violation of the Penal Law of the State of New York which is classified as either a Class A misdemeanor or a Class E felony, depending upon the circumstances.

DATE: _____, 20_____

_____
SIGNATURE

STATE OF NEW YORK)
ss: COUNTY
OF PUTNAM)

On this_____day of_____, 2____, before me personally appeared

_____ of _____

who did duly swear to the truth of the statements contained herein.

_____
NOTARY PUBLIC

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DISCLOSURE ADDENDUM STATEMENT TO APPLICATION, PETITION & REQUEST

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and Penal Provisions thereof as well, the undersigned applicant states that no State officer, Officer, or Employee of the Town of Carmel, or of the County of Putnam, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

( ) NONE

( ) NAMES: ADDRESSES: RELATIONSHIP OR INTEREST (FINANCIAL OR OTHERWISE)

_____

_____

_____

_____

_____

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following board or office or political subdivision of the Town of Carmel.

( ) CARMEL TOWN BOARD
( ) ZONING BOARD OF APPEALS
( ) BUILDING INSPECTOR
( ) CARMEL PLANNING BOARD
( ) ZONING ENFORCEMENT OFFICER
( ) ARCHITECTURAL REVIEW BOARD
( ) ENVIRONMENTAL CONSERVATION BOARD
( ) OTHER

DATED: _____

_____
INDIVIDUAL APPLICANT

_____
CORPORATE APPLICANT

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ZONING BOARD OF APPEALS
CHECKLIST

FOR OFFICE USE ONLY
Date Received _____
Date of First Hearing _____
Date of Second Hearing _____
Date of Subsequent Hearing(s)_____
Action: Application Approved ____Application Rejected ____
Fees Amount Paid (YES) (NO)
Area Variance $200.00
Use Variance $400.00
Interpretation $400.00
280A Variance $400.00
Notice Sign Fee $25.00 (PER SIGN)
Labels for Adjoiners $25.00

TOTAL PAID: $_____
CHECK # _____ DATE:_____

Plans Submitted: (YES) (NO)
Survey Submitted: (YES) (NO)

PICTURE OF NOTIFICATION SIGN RECEIVED (Y)/(N) Initial_____

RECEIVED BY:_____ DATE:_____