



Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598
Tel. (914) 962-5722 ext.233 Fax (914) 962-1731

INFORMATION FOR APPLICANTS TO THE ZONING BOARD OF APPEALS

The Zoning Board of Appeals of the Town of Yorktown is empowered to:

1. **Interpret** the provisions of the Zoning Ordinance of the Town of Yorktown.
2. Grant **variances** from the strict application of the Zoning Ordinance in cases of practical difficulty or unnecessary hardship.
3. Grant **Special Use Permits**, pursuant to Article 7 of the Zoning Ordinance.

MEETINGS

Unless otherwise specified, the Board meets on the fourth Thursday of each month at Town Hall at 6:30 p.m. Each application requires a minimum of two (2) meetings. The first to receive the application, familiarize the Board with the issues and to set a site inspection and the second or public hearing meeting. The applicant or his agent must attend both of these meetings.

DOCUMENTS REQUIRED TO INITIATE PROCEEDINGS

NOTE: *IN ORDER TO EXPEDITE YOUR APPLICATION YOU MUST SUBMIT **SIX (6) COPIES** OF THE FOLLOWING – ANY APPLICATION NOT SO SUBMITTED WILL BE DELAYED:

1. Completed application form;
2. A site plan of the premises, including existing and proposed structures for which relief is requested, location of watercourses and other topographical features if applicable;
3. Elevation drawings of all buildings and structures involved in the application;
4. A survey map of premises, prepared by a Licensed Land Surveyor;
5. Any supporting documents as required by the specific application (Please see Chapter 300, "Zoning", of the Code of the Town of Yorktown for documentation by specific use.)
6. A Short Environmental Assessment Form (4 pages)

Application forms are available in the Building Department and must be completed and submitted to the department no later than 12 noon the Thursday prior to the next scheduled Zoning Board Meeting in order to be placed on the agenda.

NOTIFICATION REQUIREMENTS

The Zoning Ordinance requires that every applicant to the Zoning Board must notify adjoining property owners of the relief requested as well as the date and time of the public hearing. Two forms have been created for this purpose:

1. **"Notice to Interested Parties"** this form is mailed to all property owners adjoining the applicants parcel as well as to the owners of property directly across the street. It has a space to state the relief requested (what you are applying for) and also when the public hearing is held.
2. **"Certificate of Notice"** this form again has a space to state the requested relief and also has space to list the names and addresses of the interested parties to whom a notice was sent.

