



GENERAL INFORMATION AND INSTRUCTIONS

**Renewal of a Special Use Permit
for an Accessory Dwelling Unit**

Application forms may be obtained from the Building Department. Applications are to be completed and include the original and two copies and submitted to the Building Department with the following additional items:

1. Three copies of floor plan sketch of the house showing the location of the main and accessory units.
2. Three copies of property survey.
3. A fee of \$187.00.

The Zoning Board of Appeals usually meets on the fourth Thursday of the month at 7:00 p.m. (This may vary, due to holidays or summer schedule. Please check ahead.) Applications must be submitted no later than the Thursday prior to the meeting in order to be placed on the agenda. Normally, this application will require a minimum of two meetings to process.

As this is a renewal application you are not required to personally attend any Zoning Board meetings unless you are informed to do so by the zoning Board. However, you will be required to notify adjoining property owners of the date and time of the meeting at which the Board will make its decision and you will be subject to a re-inspection by the Building Department.

The law requires that each applicant notify adjoining property owners of the application 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 applicant's parcel as well as to the owners of property across the street.
2. "Certificate of Notice": this form lists the names and addresses of the interested parties to whom a notice was sent.

PROCEDURE FOR NOTIFICATION:

1. Find out the names and addresses of the “interested parties” from the Assessor’s Office. Even though you might know all your neighbors, it is a good idea to check with the Assessor to be sure you have all the correct names and addresses.
2. Fill out an “Accessory Apartment Renewal Notification” form for each person to be notified. The completed forms should be mailed by certified Mail Return Receipt Requested **no sooner than 25 days nor later than 15 days prior to the second or public hearing meeting**. Prior to mailing, make a copy of one of the forms. Please contact the Building Department after the first Zoning Board meeting for the proper time to mail these notices.
3. Fill out the “Certificate of Notice” form listing all the property owners that you have contacted.
4. Fill out the Sign Notification form and take a picture of the sign on your property.

Prior to the second Zoning Board meeting, please bring your proof of mailings, the copy of the “Accessory Apartment Renewal Notification” form you kept, the completed “Certificate of Notice” and the “Sign Notification Certification” with the attached picture of the sign to the **Town Attorney’s Office**.

After the Zoning Board makes a decision, a written copy of that decision will be mailed to you. Please be advised that you **must** secure a new Certificate of Occupancy from the Building Department at the time of each renewal. The fee for the new Certificate of Occupancy is \$20.00, payable at the time of issuance.

If you have any questions, please contact the Building Department.

***AFTER THE APPLICATION FOR RENEWAL HAS BEEN FILED WITH
THE BUILDING DEPARTMENT:***

- 1) Call the Building Department at (914) 962-5722 ext. 233 between _____ and _____ to find out when notices should be mailed out.
- 2) Bring receipts and notice forms mentioned in #2 and #3 above to the Town Attorney’s Office before _____.