



Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598
Tel. (914) 962-5722 ext.233 | Fax (914) 962-1731 | Email: building@yorktownny.org

General Information and Instructions

Submitting an Application:

Application forms can be obtained from the Building Department or can be found on the [Yorktown website](http://www.yorktownny.org).

*Applications must be submitted to the Building Department **NO LATER THAN 12pm the Thursday prior** to the Zoning Board Meeting (i.e. one full week in advance) in order to be placed on the Agenda.

*You must make an appointment with the Building Department to drop off your applications. Applications will not be accepted if they are dropped off in the dropbox or if no appointment is made.

Applications are heard and decided by the Zoning Board of Appeals which generally meets on the fourth Thursday of each month at 6:30 p.m. (Please check ahead to see if the meeting will be in person at Town Hall or virtual via ZOOM).

*If the meeting is virtual contact the Legal Assistant to attain the Zoom link.

Each application requires a minimum of two meetings. At the first meeting, the Board receives the application and schedules a site inspection visit. The second meeting is the public hearing, review and possible decision of the application. The applicant and/or their agent **must attend the second** meeting.

Mailings:

The law requires that each applicant notify adjoining property owners of their application as well as the date and time of the public hearing. Complete the following three (3) forms:

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.
 - a. Find out the names and addresses of the "Interested Parties" from the Assessor's Office.
 - o Even though you might know all your neighbors, you must check with the Assessor to be sure you have all the correct names and addresses.
 - b. Fill out the form and in the space for the requested relief it should state that you are filing for a (New/Renewal Accessory Apartment, Special Use Permit, Zoning Variance)
 - o Make a copy of the completed form before you send it to the "Interested Parties" so you can submit that as your completed form.
 - c. The filled-out forms should then be mailed to all "Interested Parties". (Please see 'Schedule for Applications' section below for exact mailing dates)
 - o *If they are not sent out during these dates the Zoning Board of Appeals cannot accept your mailings and your application will be adjourned until the next meeting where a new set of completed mailings will have to be submitted.*

2. Certificate of Mailing: this form can be obtained at the Post Office and needs to be filled out for each interested party.
***Certificate of mailing is required; certified mail is not required but is accepted.**
3. Sign Notification: this form is to be filled out to indicate that one or more notification signs were posted on the property. Follow the Instruction Sheet to comply with the Zoning Code.
 - a. You will need to take a picture of the sign(s) on the property and submit it along with this sheet.
 - b. Signs can be picked up and are to be returned to the Legal Assistant at 363 Underhill Ave., Yorktown Heights

*Once all forms are completed they should be dropped off to the Legal Assistant at Town Hall or mailed to Zoning Board of Appeals at 363 Underhill Ave, Yorktown Heights, NY 10598.

All forms must be completed during the indicated dates and returned before the second meeting to be accepted.

Site Inspection Visits:

The Zoning Board of Appeals makes site visits once a month on a Saturday, as announced at the first meeting. Site visits begin at approximately 9 a.m. in Yorktown Heights and continue throughout Town until the board has seen all locations scheduled for a site visit.

Dates for Site Visits can be found below in the ‘Schedule for Applications’ section.

** Please note that if your application is for a new accessory apartment, someone must be available to show the apartment to the ZBA. For all other applications, it is advisable for the applicant or a representative to be present at the time of the site visit. If this is not possible you must clearly mark the exact location of what is being sought in your application.*

****Please note that currently, during COVID-19, the Board is not holding typical Site Inspection Visits.**

Schedule for Applications:

Applications due by:	First Meeting:	Site Inspection Visits:	Mailing Dates:	Second Meeting:
July 16 th at 12pm	July 23 rd	N/A	August 31 st – September 8 th	September 24 th
September 17 th at 12pm	September 24 th	N/A	September 21 st - September 30 th	October 15 th
October 8 th by 12pm	October 15 th	N/A	November 23 rd - December 2 nd	December 17 th
December 10 th at 12pm	December 17 th	N/A	TBD	TBD

Decisions:

You will receive a decision letter approximately 1 month after your application is granted by the Zoning Board of Appeals.

Upon receiving your decision letter, you may obtain a permit from Building Department.