

# Town of Hyde Park

## Zoning Administrator's Office

4383 Albany Post Road  
Hyde Park, NY 12538  
Phone: 845-229-0316, Opt. #2  
Fax: 845-229-0349

### GUIDE FOR APPLICATION TO THE ZONING BOARD OF APPEALS

1. All forms for Area Variances, Use Variances or Interpretations are required to be completed by the applicant and must include the zoning citations for which the applicant desires relief (Example: Article 5, Section 108-5.15.)
2. Submit original and (6) copies of the application package to the Zoning Administrator. This includes all application forms, short or long Environmental Assessment Forms, maps, other sketches, and any other pertinent information. **Please check ALL documents for accuracy and completeness prior to submitting. Incomplete information will result in a delay in processing.**
3. The deadline for filing applications in order to be placed on the agenda is no later than twelve (12) calendar days preceding the monthly meeting. **Please note that the owner of the property (or a representative with a letter of authorization from the owner) should be present at either a workshop or public hearing to answer any pertinent questions from the Board.**
4. **Submit the non-refundable application fee made payable to the Town of Hyde Park as follows: (Section 108-33)**

<b>Right of Appeal</b>	<b>\$150.00</b>
<b>Interpretations</b>	<b>\$250.00</b>
<b>Use Variance</b>	<b>\$600.00</b>
<b>Change of Application</b>	<b>\$100.00</b>
<b>Area Variance</b>	
<b>Residential one family dwelling</b>	<b>\$300.00</b>
<b>All other residential use</b>	<b>\$400.00</b>
<b>Non-residential</b>	<b>\$500.00</b>

If required, an escrow amount shall be collected when the initial application is filed (refer to fee schedule as posted on the [hydeparkny.us](http://hydeparkny.us) web site.) This provides for professional review services which the Board may require for the application which is submitted. **Under Article 36.3K area variance requests for one-family residential uses are exempt from escrow.**

5. The Zoning Board of Appeals meets regularly on the fourth Wednesday of each month. Please check with the Zoning Board Secretary, 229-5111, Opt. 2 for the next meeting date if the 4<sup>th</sup> Wednesday is near a Holiday or if there is a change in the scheduled meeting date for lack of a quorum. **A letter and a copy of the agenda will be sent out to all applicants ten (10 days) before the scheduled meeting.**

**The following supplemental information is intended to be helpful to applicants and does not replace or supercede the requirements set forth in the Town Of Hyde Park Code.**

**Maps** - A survey map is preferred.

**Maps should:**

- be to scale;
- show where all the structures are on the property in relation to the property lines;
- show the proposed improvement, like a shed, pool, garage, deck, expansion, etc., including distance to property line where a variance is requested;
- give the front, back, and side yard measurements;
- show parking and driveway areas, septic fields, and wells for domestic water, or note if the site is served by central water;
- locate any signs if applicable;
- locate approximate area or contiguous properties where the houses are situated.

**If the plat plan is used as the basis for the map:**

- draw the parcel to scale locating dwelling, other structures, and proposed improvements as stated above.

**Sign Variances**

Sign variances must include a drawing showing details of the color(s) to be used, lettering style(s) to be used, locations, and setbacks from roadways and property lines, square footage of ALL existing signage and actual lineal footage of the front of the building.

**Other information:**

- Feel free to submit sketches showing dimensions and other information necessary to demonstrate the scope of the request.
- Clearly identify the impact of the proposed change.
- Make sure the application package includes the property grid number, zoning district, and map as described above.
- Make sure all forms are signed.
- Include a legal consent form (letter of authorization) from the owner of the property if the applicant is not the owner.
- An adjacent property owner means all owners of land adjacent to your property boundary, including across the street. This information is currently available through the Town of Hyde Park Assessor's Office.

:tm/lt