



TOWN OF CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
ZONING BOARD OF APPEALS

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ZONING BOARD OF APPEALS INFORMATION SHEET

The following information is required to be submitted with all applications. A copy of the submission deadline and meeting schedules is attached. Applications will not be deemed complete unless of the information identified below is provided.

- Application form (see attached) signed by the property owner, applicant and signed by a Notary.
- **Ten (10)** copies of a recent property survey prepared by a licensed professional land surveyor in the State of New York. The survey shall show existing property conditions.
- **Ten (10)** copies of a proposed site plan prepared by a licensed architect or engineer showing all proposed work and setbacks to the zoning district. Include a zoning compliance chart in accordance with Town Code Chapter 307, Tables 307a-e. Town Code is available online www.townofcortlandt.com.
- **Ten (10)** copies of a proposed architectural drawings (floor plans, elevations, construction, etc...) for the proposed variance prepared by a licensed architect or engineer.
- **Ten (10)** copies of the Building Permit Denial Letter.
- A copy of the deed, if lessee, letter of authorization, and if contract vendee, a copy of the Contract of Sale.
- Short form Environmental Assessment Form if application is deemed not to be a SEQR Type II Action.

All material identified above must also be submitted electronically (DVD or Flash Drive) in .pdf format. Documents shall be inventoried by date submitted (year, month, day), property address and contents

Example 1: 2018-01-18_1 Heady Street_Application Form

Example 2: 2018-02-17_140 8Th Street_Proposed Site Plan

ALL APPLICANTS ARE REQUIRED TO MEET WITH TOWN STAFF FOR A PRE-APPLICATION MEETING ONCE THE BUILDING PERMIT DENIAL LETTER HAS BEEN ISSUED. PRE-APPLICATION MEETINGS ARE AVAILABLE TUESDAY AND THURSDAY MORNINGS BETWEEN 9:00 – 11:00 AM. CONTACT 914-734-1060 TO SCHEDULE.

Zoning Board of Appeals Fee Schedule

Area Variance	\$200.00
Interpretation	\$300.00
Use Variance	\$400.00
Special Permit	\$500.00

Fees are due when the application is deemed accepted. All fees must be paid by check and made out to the Town of Cortlandt.

Public Notice – A sign giving notice of a public hearing to be held on an application to the Zoning Board of Appeals is required to be posted in the front yard and visible from the adjoining road of the subject property.