



## APPLICATION TO THE ZONING BOARD OF APPEALS

\*14 sets of the application packet, including applicable items below, must be submitted\*

1. Completed **Application Review Form**, including this cover sheet and **Certificate of Resolution**. If the owner and/or applicant is a legal entity such as a corporation, limited liability company, partnership, etc., this form must be filled out and submitted with the application advising of the names and official titles of the individuals authorized to act on behalf of the legal entity. The Certificate must also state the name and position of the person executing the Certificate.
2. **Environmental Assessment Form**.
3. **Plot plans or site plans** drawn to scale showing the property in question.
4. Any details that will help the Board judge your case. These may include; statements of neighboring property owners, building plans, map of area, etc.
5. **Copy of decision or order** of administrative official on which appeal is based.
6. **Copy of notice to Building Inspector** that an appeal has been taken, if applicable.
7. A **Narrative** specifying the relief requested and the applicable sections of the Zoning Law.
8. Applicable filing fee, payable to the Village of Chestnut Ridge:
  - \$250.00 for actions involving an existing single family residence
  - \$350.00 + \$50.00 for each lot within a proposed subdivision
  - \$400.00 for all other actions

Once a Public Hearing has been scheduled, the Village will provide a packet containing the following:

1. A copy of the "Public Hearing Notice" along with an "Affidavit of Notification." The Public Hearing Notice must be sent via Certified Mail, by the applicant, not less than 10 days prior to the public hearing date, to all property owners listed on the "Notice of Property Owners Affidavit."
2. Four completed "Notice of Public Hearing" posters along with an "Affidavit of Posting." The applicant must post all four posters, not less than 10 days prior to the Public Hearing date, in a conspicuous place visible from every street along the frontage of the plot affected by application.

Both Affidavits must be completed and notarized, returned to the Village Hall; along with certification receipts, no less than 7 days prior to the Public Hearing, as per the instructions in the application packet. Failure to supply this information in the time frame indicated will prevent the Zoning Board from hearing your application and may cause you to have to repeat the notification process.

Chairman, Zoning Board

I have read the above information: \_\_\_\_\_ Date \_\_\_\_\_