



277 OLD NYACK TURNPIKE, CHESTNUT RIDGE, NY 10977 / 845-425-2805 / FAX 845-352-6277

## **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 detailed **Narrative** specifying the relief requested and the applicable sections of the Zoning Law.
8. **Applicable filing fee**, payable to the Village of Chestnut Ridge, per attached Schedule of Fees to include escrow
9. A Google link to be provided for submittal upload.

### **The Applicant must also do the following:**

1. At least 10 days prior to the public hearing, mail Notice of the Public Hearing by first class U.S. Mail to all property owners and registered mailing addresses within 500 feet of the perimeter of the site (as shown on the latest Town of Ramapo tax roll) and as set forth on "Notice of Property Owners Affidavit." A Certificate of Mailing as provided by the U.S. Postal Service evidencing the mailing must be filed with the Clerk of the Zoning Board at least 5 days prior to the Public Hearing.
2. At least 10 days prior to the public hearing, publish Notice of the Public Hearing in the official newspaper of the Village.
3. At least 10 days prior to the public hearing, post Posters (in a form as available from the Clerk of the Zoning Board) shall be placed in visible locations on any public thoroughfare abutting the site at each boundary line, and at distances of every 200 feet along the entire street frontage of the property.
4. An "Affidavit of Posting and Publication" (in a form as available from the Clerk of the Zoning

Board) must be filed with the Clerk of the Zoning Board at least 5 days prior to the Public Hearing.

5. Copies of the entire Application with all supporting materials must be sent for review to all interested agencies and entities as required by the NYS General Municipal Law and Village Code with the Village copied on the cover letter(s). An "Affidavit of Referral Compliance" shall also be filed with the Clerk of the Zoning Board at least 5 days in advance of the Public Hearing.

**\*The Certificate of Mailing (along with mailing receipts), the Affidavit of Posting and Publication, and the Affidavit of Referral Compliance must all be completed and submitted to the Clerk of the Zoning Board no less than 5 days prior to the Public Hearing. Failure to do so may 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 \_\_\_\_\_