ZONING BOARD OF APPEALS

Town of Bedford, Westchester County, New York
425 Cherry Street, Bedford Hills, New York 10507
Alexandra J. Costello, Secretary
914-666-4585; 914-666-2026 FAX
acostello@bedfordny.info

INSTRUCTIONS FOR FILING AN APPLICATION FOR A VARIANCE AND/OR A SPECIAL PERMIT

1. Please file a completed Zoning Board application prior to the deadline as stated on the meeting schedule. If you are unsure of the deadline, please contact the Secretary. If you are filing an application for a variance, you must file a building permit along with the variance application. Special permit applications and specific variance applications may require review by other town boards. These reviews will be coordinated through this office.

2. If you are filing the application on the owner(s) behalf, please have the owner sign the application or obtain a letter of authorization permitting you to act as their representative.

3. Submit 6 (six) copies of survey, site plan, building elevations and floor plans. The site plan and survey must indicate the exact setback dimension of the variance requested.

4. Each application must include a zoning table prepared by a design professional. The table must include existing and proposed site conditions as follows: lot area, setbacks, and building and impervious surface coverage calculations.

5. Fees must be submitted at the time of the application. Checks are payable to the "Town of Bedford". Master Card and Visa are accepted. The fee is non-refundable.

Residential Variance:	$350	Commercial Variance:	$550
Special Permit:	$350		

6. You will be provided with a public notice which outlines the variance(s) you are requesting. This public notice must be mailed by the owner(s) or their representative to all property owners within 500 feet of the perimeter of the subject parcel. Our office will provide you with a list of the 500-foot abutting owner information. The public notice must be sent by regular mail (certified mail is not required) at least 10 days prior to the scheduled date of the public hearing. Public notices <u>must not</u> be placed in mailboxes.

7. An Affidavit of Mailing must be completed and notarized subsequent to the mailing and returned to this office prior to the public hearing. You must attach to the Affidavit of Mailing the list of the property owners with their names and addresses, as well as section, block and lot number. If you fail to mail the notice as described, the public hearing will have to be cancelled.

8. The secretary of the Board will send a copy of the notice to the Record Review for publication. The publishing cost is included in the application fees.

9. Zoning Board members will individually visit the property prior to the scheduled public hearing.

10. Applicants and/or their representatives must attend the scheduled public hearing and must present the proposal to the Board and explain the need for the variance.

11. If approved, the applicant must coordinate with the Secretary to initiate the building permit process.

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APPLICATION FOR A VARIANCE

1. Name of Owner: _____

   Address: _____

   Telephone/Email: _____

2. Name of Applicant, if other than Owner: _____

   Address: _____

   Telephone/Email: _____

3. Name of Professional (New York State Licensed Architect, Engineer, Land Surveyor, Landscape Architect):

   _____

   Address: _____

   Telephone/Email: _____

4. Identification Property:

   Street Address: _____

   Tax ID: _____ Zoning District: _____

   Total Land Area: _____

   % of Building Coverage: _____ % of Impervious Surface _____

   Property Abuts a State or County Highway, parkway, thruway or park: Yes ____ No ____

   Property is within 500 feet of the boundary of the Town of Bedford: Yes: ____ No: ____

   Property is on the _____ side of _____ within the unincorporated area of the Town of Bedford.

ZONING BOARD OF APPEALS
APPLICATION FOR A VARIANCE

5. Request:
The applicant requests that the Board approve the issuance of a Variance under the following section of the Code of the Town Bedford:

Article: _____ Section: _____

To Permit:

_____
_____
_____
_____
_____
_____
_____
_____

6. Plans required:
Include six copies of survey, site plan, building elevations and floor plans.

7. Public Notice:
Notice of the public hearing shall be published at least 10 days prior to the hearing in the Town newspaper and shall be mailed by the applicant at least 10 days prior to the hearing to all owners of property within 500 feet of the perimeter of the subject lot. The expense of publishing and mailing any notice shall be paid by the applicant, who shall file an affidavit of mailing with the Board Secretary prior to the hearing.

8. Fees: (make checks payable to the Town of Bedford)

Variance
(As required by Fee Schedule Town of Bedford Code)

Residential:	$350.00
Commercial:	$550.00

_____ _____
Signature of Owner Date

_____ _____
Signature of Applicant Date

TOWN OF BEDFORD
ZONING BOARD OF APPEALS

Hazel W. Nourse
CHAIRWOMAN
David A. Menken
VICE CHAIRMAN
Alexandra J. Costello
SECRETARY

MEMBERS
Lisa A. Spano
Peter Michaelis
Andrea Schaefer

ZBA MEETING SCHEDULE
2010

DATE OF MEETING	SUBMISSION DEADLINE
Wednesday, January 6, 2010	Friday, December 4, 2010
Wednesday, February 3, 2010	Monday, January 4, 2010
Wednesday, March 3, 2010	Friday, February 5, 2010
Wednesday, April 7, 2010	Friday, March 4, 2010
Wednesday, May 5, 2010	Friday, April 2, 2010
Wednesday, June 2, 2010	Monday, May 3, 2010
Wednesday, July 7, 2010	Friday, June 4, 2010
Wednesday, August 4, 2010	Thursday, July 2, 2010
Wednesday, September 8, 2010	Friday, August 6, 2010
Wednesday, October 6, 2010	Friday, September 3, 2010
Wednesday, November 3, 2010	Friday, October 1, 2010
Wednesday, December 1, 2010	Friday, November 5, 2010
Wednesday, January 5, 2011	Friday, December 3, 2010

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