

Town of Hyde Park

Zoning Administrator's Office

4383 Albany Post Road
Hyde Park, NY 12538
Phone: 845-229-0316, Ext. #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 (**Article 5, Section 108-5.15**) for which the applicant desires relief.
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 ten (10) calendar days preceding the monthly meeting. **Please note that you, or a representative with a letter of authorization from you, should be present to answer any pertinent questions from the Board.**
4. **Submit the non-refundable application fee in the amount of \$150.00 payable to the Town of Hyde Park.** If required, an escrow amount shall be collected when the initial application is filed. This provides for professional review services **except for area variances for residential uses on property in a residential zone (Section 108-36.3K).**
5. The Zoning Board of Appeals meets regularly on the fourth Wednesday of each month. If the fourth Wednesday falls on a holiday, the applicant should check with the Zoning Board of Appeals Secretary for a re-scheduled date by calling 229-0316, Ext. 2.

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.

Accessory Apartment Application:

- The applicant shall certify the water supply is sufficient for both dwelling units.
Note: This requires professional certification.
- The Dutchess County Health Department must test and approve the water supply. A copy of the approval should be included.
- The applicant shall certify that the septic is adequate for the 2 dwelling units.
Note: This requires professional certification.
- The square footage of the entire floor area of the original one-family dwelling is required to be noted, as well as the square footage of the new apartment.
- Show the square footage of stairways and fire escapes if applicable.
- The applicant should state and affirm that the owner will occupy one of its dwelling units.
- Show there is a separate entrance for the apartment.

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.

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