

## APPLICATION CHECKLIST AND PROCEDURES

**NOTICE TO APPLICANTS:** It is the responsibility of the applicant to understand the process of applying to the Zoning Board of Appeals. The Zoning Board of Appeals is governed by standards in deciding whether an appeal should be granted. These standards have been set forth in law and by the courts of the State. The applicant should review the attached “**Guidelines for Applicants to the Zoning Board of Appeals**” and familiarize themselves with the standards and criteria that are applicable to the appeal and present evidence to the Zoning Board of Appeals.

Please furnish the following to the Board:

1. One original and six (6) copies of the following for a total of seven (7) copies and one digital file.

**NOTE:** The digital copy must contain all materials that were submitted and must be emailed to [ZBAscretary@villageofmonroe.org](mailto:ZBAscretary@villageofmonroe.org) The same day the application is filed with the clerk’s office.

- a. Completed Application Form;
- b. Affidavit Pursuant to Section 809 of the General Municipal Law;
- c. A copy of the letter, opinion, decision, requirement or ruling being appealed;
- d. Plot plan or survey showing the size of the subject property, the location of all existing and proposed structures on the property, the distance of the existing and proposed structures to the lot lines;
- e. Building elevations;
- f. Narrative summary explaining your application and the facts and circumstances supporting relief requested;
- g. Any other information or details that will help the Board judge your case (i.e. photos, maps, statements from neighboring property owners, etc.);
- h. Long or Short Environmental Assessment Form.

2. Filing fee payable to the Village of Monroe as follows:

Appearance Fee: \$50.00

Area Variance: \$150.00 – For accessory structures under 250 square feet to single family dwellings and above-ground swimming pools

\$425.00 – All Others

Use Variance: \$500.00

Interpretation: \$350.00

All others: In accordance with the Village’s Fee Schedule

3. The above information and fees must be submitted at least thirty-five (35) days prior to the scheduled meeting of the Zoning Board of Appeals. Upon receipt of the above, a public hearing will be scheduled.
4. It is the applicant's responsibility to mail notice of the public hearing by regular firstclass mail with a certificate of mailing, to all property owners within 300 feet of the subject property at least ten (10) days prior to the hearing. The applicant can pick up the 300 footer report from the Village Hall. The certificates of mailing of the notice shall be submitted to the Clerk of the Zoning Board of Appeals at least five (5) days in advance of the of the hearing.
5. Requests for adjournments of any scheduled public hearing shall be governed by the following:
  - a. After the initial public hearing is scheduled, an applicant is required to pay an appearance fee each time the application is scheduled on an agenda for a continuation of the public hearing as a result of a request for an adjournment by the applicant.
  - b. Any additional information being submitted by the applicant must be submitted within ten (10) days of the next scheduled meeting or the applicant will not be permitted to proceed with the continuation of the public hearing at that meeting.
  - c. If an applicant is not ready to proceed with the continuation of the public hearing on the adjourned date, a request for an adjournment must be made in person on the date of the scheduled meeting. If the applicant cannot appear on the scheduled date, a detailed letter requesting the adjournment and setting forth the explanation for the adjournment shall be submitted to the Board for its consideration.
  - d. Any public hearing which is adjourned more than one month shall be re-noticed by the applicant by mailing a notice of the continuation of the public hearing in the same manner as the mailing required for the scheduling of a hearing.

I have read the above checklist and procedures and am familiar with same.

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Signature

NYS Department of State  
One Commerce Plaza  
99 Washington Ave  
10<sup>th</sup> Floor, Suite 1015  
Albany, New York 12231-0001  
(518) 473-3355 or  
(800) 367-8488  
[localgov@dos.state.ny.us](mailto:localgov@dos.state.ny.us)  
[www.dos.state.ny.us](http://www.dos.state.ny.us)



Andrew M. Cuomo,  
Governor

Department of State  
Division of Local Government

January 2008

## ZONING BOARD OF APPEALS Village of Monroe

### APPLICATION FORM

DATE: \_\_\_\_\_

#### GENERAL INFORMATION:

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Engineer/Architect/Surveyor: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Attorney: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

#### PROPERTY INFORMATION:

Address of subject Property: \_\_\_\_\_  
Tax Map Designation: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Acreage of Parcel: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Current Use of Property: \_\_\_\_\_  
Proposed Use of Property: \_\_\_\_\_

**RELIEF BEING REQUESTED:**

Request is hereby submitted for the following relief: (CHECK ALL THAT APPLY)

- Variance from the requirement(s) of Section(s) \_\_\_\_\_
- Review of an administrative decision or order of the Building Inspector
- An order to issue a Certificate of Occupancy
- An order to issue a Building Permit
- An interpretation of the Zoning Ordinance or Map
- Certification of an existing non-conforming structure of use
- Other (explain) \_\_\_\_\_

The decision or order of the Building Inspector of other administrative official being appealed is attached hereto.

**PROJECT DESCRIPTION:** (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED)

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If an area variance is requested, specify the following:

Type of Variance	Required Bulk Dimension	Proposed Bulk Dimension
Lot Area	_____	_____
Lot Width	_____	_____
Front Setback	_____	_____
Rear Setback	_____	_____
One Side Setback	_____	_____
Both Side Setbacks	_____	_____
Lot Coverage	_____	_____
Building Height	_____	_____
Other	_____	_____
Other	_____	_____

Is this property within 500 feet of: (CHECK ALL THAT APPLY)

- |                            |                                |
|----------------------------|--------------------------------|
| _____ State or County Road | _____ State or County Park     |
| _____ Long Path            | _____ County Stream            |
| _____ Municipal Boundary   | _____ County or State Facility |



**AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW**

STATE OF NEW YORK }

} SS.:

COUNTY OF ORANGE }

I, \_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_ Being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted herewith are true and the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant. I certify that I am the owner or agent of all the certain lot, piece or parcel of land and/or building described in this application and, if not the owner, that I have been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application for the relief below set forth:

1. To the Zoning Board of Appeals of the Village of Monroe, County of Orange, State of New York.

Application, petition or request is hereby submitted for:

( ) Variance from the requirement(s) of Section(s) \_\_\_\_\_

( ) Review of an administrative decision or order of the Building Inspector

( ) An order to issue a Certificate of Occupancy

( ) An order to issue a Building Permit

( ) An interpretation of the Zoning Ordinance or Map

( ) Certification of an existing non-conforming structure of use

( ) Other (explain)

To permit construction, maintenance and use of \_\_\_\_\_

2. Premises affected are in a \_\_\_\_\_ zoning district and designated as the following Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ on the Town of Monroe Tax Map.

3. There is no state officer or employee, Orange County officer or employee, Town of Monroe officer or employee or Village of Monroe officer or employee, nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant or that such officer or employee, if the applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such State, County, Town or Village officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for service rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.
4. That to the extent that the same is known to your applicant, and to the owner of the subject premises **there is disclosed herewith** the interest of the following officer or employee of the State of New York or the County of Orange or the Town of Monroe or the Village of Monroe in the petition, request or application or in the property or subject matter to which it relates: **(if none, so state)**

a. Name and Address of officer or employee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Nature of interest: \_\_\_\_\_

c. If stockholder, number of shares: \_\_\_\_\_

d. If officer or partner, nature of office and name of partnership:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e. If a spouse of brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such state, county or town of village officer or employee, state name and address of such relative and nature of relationship of officer and employee and nature and extent of office, interest or participation or association have an interest in such ownership or in any business entity sharing in such ownership:

f. In the event of corporate ownership: A list of all directors, officers and stockholders of each corporation owning more than five (5%) percent of any class of stock, must be attached, if any of these are officers or employees of the State of New York, or of the County of Orange, or of the Village of Airmont.

I, \_\_\_\_\_ do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

\_\_\_\_\_  
Signature

Sworn to before this \_\_\_\_\_  
Day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public