



# TOWN OF WHITESTOWN

8539 Clark Mills Rd • Whitesboro NY 13492

[www.whitestown.net](http://www.whitestown.net)

## APPLICATION TO ZONING BOARD OF APPEALS

**FEE: \$100.00**

Application Date: \_\_\_\_\_

- APPLICATION FOR:
- Interpretation of Zoning Board Ordinance
  - Special Permit Use
  - Variance
  - Appeal of Action of Zoning Officer

The owner should submit with this application supporting materials including Plans, Specifications, Copy of Tax Map, Tax Parcel Number, Plot Plan, Copy of Deed and any other materials that will assist the Board.

- Plans/Specifications
- Copy of Tax Map
- Parcel Number: \_\_\_\_\_
- Copy of Deed
- Plot Plan
- Zone District: \_\_\_\_\_

1. Owner's Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Property Address: \_\_\_\_\_

2. The lot size on which the said structure (is) or (will be) located is \_\_\_\_\_' wide (front) and \_\_\_\_\_' deep. It is located \_\_\_\_\_' from the intersection of \_\_\_\_\_ and \_\_\_\_\_, Zone District \_\_\_\_\_. The building (was) (is) or (will be) used and occupied as a \_\_\_\_\_.

3. Intended Use of Property: \_\_\_\_\_

4. If application is for Variance or Special Permit use give brief statement of reason for application:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ZBA Application Checklist

**PLEASE READ THE FOLLOWING CAREFULLY. YOUR APPLICATION WILL NOT BE CONSIDERED IF ANY OF THE FOLLOWING ITEMS ARE MISSING OR INCOMPLETE.**

This check list is to assist applicants in presenting and filing applications with the Town of Whitestown for submission to the Zoning Board of Appeals (ZBA), and to assist the ZBA in timely consideration and acting upon the application.

***Your application must be received by the Town Clerk at least three weeks prior to a scheduled ZBA meeting in order to be considered at that meeting.***

Your application must consist of **ALL** of the following [check off the box after completion]:

- A fully completed application form – **ALL** questions and blank spaces must be completed.
- A survey or plot plan, or alternatively a legible diagram, **drawn to scale**, containing the footprint and location of any existing buildings on the lot and any proposed construction related to the application;
- A legible copy of the portion of the Town tax map containing the real estate lot and surrounding area concerned – consult with the Codes Enforcement Officer to obtain this map;
- A legible copy of the most recent deed to the real estate lot concerned;
- A legible copy of all documentation submitted to the Codes Enforcement Officer, including any denied applications for building permits, and/or decisions/determinations of the Codes Enforcement Officer;
- If construction is involved in the application, a legible copy of the building plans associated with the construction showing, at a minimum, the dimensions and materials proposed;
- A legible, coherent narrative of what you are asking for, and why you are asking for it; and
- A signed copy of this checklist.

In addition, it is helpful, but not initially mandatory, to submit photographs of the site concerned.

I/We have received and completed this checklist.

Dated: \_\_\_\_\_ Applicant: \_\_\_\_\_

Dated: \_\_\_\_\_ Applicant: \_\_\_\_\_