

TOWN OF ULSTER ZONING BOARD OF APPEALS

Town Hall, 1 Town Hall Drive, Lake Katrine, NY 12449

(845) 340-3883

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planning@townofulster.ny.gov

APPLICATION REQUIREMENTS & INSTRUCTIONS

- (1) When applying for an AREA or USE VARIANCE, you must be able to demonstrate a practical hardship as it pertains to the land. This hardship *cannot* be personal or self-created. Variance applications should be submitted to the Zoning Office at least fourteen (14) days prior to a ZBA monthly meeting date (second Wednesday of every month), as they require a referral by the Zoning Enforcement Officer.
- (2) All applications should be submitted to the Zoning Office. Applications must be complete, dated and signed by the applicant and the property owner, if other than the applicant. In addition, please provide two (2) copies of each piece of supporting information/documentation including a "sketch plan" or "plot plan" detailing the proposed project and giving a diagram of the property showing all existing and proposed buildings and structures, and indicating setback dimensions from all property lines, streams, and other buildings or structures on the property.
- (3) When applying for an APPEAL from decisions of the Zoning Enforcement Department, a complete set of the information/documentation upon which the ZEO based his/her denial must be provided as part of the Appeals Application which should be prepared as indicated in (2) above and submitted to the Zoning Board of Appeals office.
- (4) Your application will be scheduled for a PRELIMINARY HEARING, during which time applicant will present their case to the board. They will review the application, and if all requirements have been met, applicant will be scheduled for a PUBLIC HEARING, usually at the next regular meeting of the board. During the intervening period, the ZBA office will notify applicant's abutters of pending application and hearing date. The cost of notifying the abutters via certified mail will be the responsibility of the applicant regardless of the board's decision (as applicable.)

FEES: A fee is required when submitting an application to the ZBA. All fees are payable to: Town of Ulster.

RESIDENTIAL

Area Variances: \$ 50.00

Use Variance: \$100.00

Public Hearing*: \$ 50.00

Sign Variance: \$100.00

280-Variances: \$250.00

Appeals: \$250.00

Interpretations: \$50.00

*Public Hearing fee is collected with initial application fee.

COMMERCIAL

Area or Use Variance: \$250.00

Public Hearing: \$ 50.00

If copies of information/documentation have to be furnished by Town personnel, there is a charge for copies at a rate of: \$0.25 per page.

OFFICE HOURS: Monday – Friday, 8:00a.m. – 4:00p.m.

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APPLICATION FOR VARIANCE(S)

TYPE OF VARIANCE(S) REQUESTED (circle applicable): AREA USE

Applicant:

Owner (if other than applicant):

Name: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Property: Section _____ Block _____ Lot _____ Zoning District _____ Flood Zone _____

Property Address _____

Date acquired: _____ Lot Size: _____ (acres)

If AREA VARIANCE:

Dimensions of Existing Building: _____ (including height) Square Footage _____

Dimensions of Proposed Building: _____ (including height) Square Footage _____

Dimensions of Proposed Addition: _____ (including height) Square Footage _____

Maximum Structure Coverage Allowed _____ (SQFT) Variance Percentage Requested _____ (%)

Required Setbacks: Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft

Proposed Setbacks Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft

Variance Requested Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft

If USE VARIANCE:

State existing and proposed use and/or occupancy of premises:

(A) Existing use/occupancy: _____

(B) Proposed use/occupancy: _____

REASON FOR VARIANCE (describe the nature of the variance you are requesting, explaining in detail, the reasons for the hardship of the land that you believe qualify it for a variance. If a separate sheet is attached for this purpose, check here [] and provide two (2) additional copies.

Note: Compliance with requirements shall be the sole responsibility of the landowner or his/her authorized representative.

TOWN OF ULSTER ZONING BOARD OF APPEALS
APPLICATION FOR VARIANCE(S) – ATTACHMENT

PLOT PLAN

Property Owners Name: _____

Section _____ Block _____ Lot _____

Location of property: _____

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Note: The plot plan drawn below must show the configuration of the lot showing ALL structures on the parcel and giving the dimensions of each structure and, most importantly, the setbacks of each structure from the property lines (front, rear and sides). The sketch MUST BE DRAWN TO SCALE. Indicate the name and placement of the road(s) for purposes of identification.

If you are submitting a professionally drawn sketch plan or preliminary plat, please check [] and submit a minimum of two (2) copies of the drawing.