

TOWN OF YORKTOWN

INFORMATION FOR APPLICANTS TO THE ZONING BOARD OF APPEALS

The Zoning Board of Appeals of the Town of Yorktown is empowered to:

1. Interpret the provisions of the Zoning Ordinance of the Town of Yorktown.
2. Grant variances from the strict application of the Zoning Ordinance in cases of practical difficulty or unnecessary hardship.
3. Grant permits for Special Uses pursuant to Article 7 of the Zoning Ordinance.

MEETINGS

Unless otherwise specified, the Board meets on the fourth Thursday of each month at Town Hall at 8:00 p.m.. Each application requires a minimum of two (2) meetings. The first to receive the application, familiarize the Board with the issues and to set a site inspection and the second or public hearing meeting. The applicant or his agent must attend both of these meetings.

DOCUMENTS REQUIRED TO INITIATE PROCEEDINGS

NOTE: *IN ORDER TO EXPEDITE YOUR APPLICATION YOU MUST SUBMIT SIX (6) COPIES OF THE FOLLOWING – ANY APPLICATION NOT SO SUBMITTED WILL BE DELAYED:

1. Completed application form.
2. Survey of premises to include placement of existing or proposed structures for which relief is requested, location of watercourses and other topographical features if applicable.
3. Any supporting documents as required by the specific application.

Application forms are available in the Building Department and must be completed and submitted to the department no later than 12 noon the Thursday prior to the next scheduled Zoning Board Meeting in order to be placed on the agenda.

NOTIFICATION REQUIREMENTS

The Zoning Ordinance requires that every applicant to the Zoning Board must notify adjoining property owners of the relief requested as well as the date and time of the public hearing. Two forms have been created for this purpose.

1. “Notice to Interested Parties” this form is mailed to all property owners adjoining the applicants parcel as well as to the owners of property directly across the street. It has a space to state the relief

requested (what you are applying for) and also when the public hearing is held.

2. "Certificate of Notice" this form again has a space to state the requested relief and also has space to list the names and addresses of the interested parties to whom a notice was sent.

PROCEDURE FOR NOTIFICATION

1. Ascertain the names and addresses of the "interested parties" from the Assessor's Office. Even though you might know all your neighbors, it is a good idea to check with the Assessor to be sure you have all the correct names and addresses.
2. Fill out the "Notice to Interested Parties" form, to include your tax designation and your signature and address. The space for the requested relief should have the same wording inserted that you used in filling out the variance application forms. The filled out forms should then be mailed by Certified Mail, Return Receipt requested, **no sooner than 25 days or no later than 15 days prior to the second or public hearing meeting.** Prior to mailing, make a representative copy of one of them and retain it.
3. Fill out the "Certificate of Notice" form listing all the property owners that you have contacted.

At the second or public hearing meeting, as proof of your compliance to the notification procedure, you must submit to the Zoning Board of Appeals the representative "Notice to Interested Parties" form that you retained, the filled out "Certificate of Notice" form and the returned mailing receipts.

As required by law, the Zoning Board cannot continue with a hearing unless the above procedure has been accurately complied with, so please make sure that you understand the procedure. Please do not mail the notices any sooner or later than specified and be sure to bring the required documentation with you to the public hearing.

If you should have any question concerning the above procedures, please contact the Building Department.