

ZBA

TOWN OF VESTAL

607-786-0980

Code Enforcement Office
133 Front Street Vestal New York 13850

Fax: 607-786-0984

240 x 240 Special Permit

PROCEDURE FOR APPLYING TO THE ZONING BOARD OF APPEALS

The Zoning Board of Appeals meets on Thursdays at the call of the chairman. They meet at 7:30 PM, in the Town Board Room, at 605 Vestal Parkway West, in the building that houses the Town Clerk.

The following information must be submitted to the Building Department at least **45 days prior** to the meeting that you are interested in attending.

- € 1. One completed application
- € 2. Accurate, complete plot plans 8 copies total
These should be drawn clearly, to scale, and indicate what is required to meet the Code and what is being requested. It is best to use a **property survey**, if available !
- € 3. Descriptive letter 8 copies total
This letter should be addressed to Chairman of the Zoning Board of Appeals. The letter should also contain;
Specific and complete information regarding your particular request. Answer questions like, what you are requesting, why you are requesting the Zoning Board action, how you will meet the requirements of the Vestal Code.
- 4. Check for the proper fee made out to; Town of Vestal Appeals Board. These fees are primarily to pay for the advertisement of the hearing.

The hearings are advertised in the legal section of the newspaper and we contact the neighboring property owners by letter, notifying them of this meeting. Also, notified are, Town Engineer, Fire Marshal, Town Board, Planning Board and Conservation Advisory Commission.

You will be notified by mail of the time that your hearing will be scheduled. Please be present, or have a representative present to answer questions that the Board may have.

Please be advised that meeting agendas may be full and you may not be scheduled as quickly as you would like, so early submittal is suggested.

If you have other questions, please contact us at 607-786-0980.

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APPLICATION FOR THE ZONING BOARD OF APPEALS

To: The Zoning Board of Appeals, I/we, _____

Address; _____

Phone #: (_____) _____ - _____

Hereby appeal the Zoning Board of the Town of Vestal regarding property

located at: _____

Tax Map # _____ Zoning : _____

The request is for a Special Permit to: _____

Code Section(s) _____

List other previous appeals for this property, (types & dates) : _____

Contact person for questions: _____

Phone (_____) _____ - _____

Applicant Date 200__

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Office Use

Application Received On: _____

Payment received ___ Y Check # _____ Mtg. Date _____ 20__

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240 x 240 Special Permit

Please confirm the following information regarding your Special Permit request.

Check off the items to confirm they will be presented to the Board.

THE PLOT PLAN IS REQUIRED TO SHOW:

- € Existing & proposed contours of the land.
- € All existing wells on adjoining properties within 500 feet and the proposed well location.
- € Location of any existing structures and the proposed structure(s).
- € Location of the driveway and proposed driveway construction material.
- € Basic site drainage information.
- € Location of proposed septic construction.

Also, please confirm the following:

- € The lot has at least 50 feet of frontage on an accepted road.
Actual; _____
- € The lot area is at least 2 ½ acres, (65,340 sq. ft.).
Actual; _____
- € The property is equal to or less than 10 acres.
- € The well is at least 240 feet from all neighboring wells.
- € That, within the last 10 years, the property has not been part of a tract of land, that has been divided into 5 or more parcels.

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Office Use

Appeal # _____ Name: _____

Notified; CAC ___ PL BD ___ TB ___ TWN ENG ___ FIRE MRSL ___ TWN CLRK ___

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240 x 240 Special Permit Information

The Zoning Board of Appeals may grant Special Permits to build on lots not having the 240 feet of frontage, however, the Board must find that there are both practical difficulties and unnecessary hardships and that the proposed development will not injure the neighboring properties.

Be advised that, the Board may require appropriate conditions when granting a Special Permit, so as to protect the neighboring properties.

The decision of the Board, shall be filed with the county clerk and proof of this filing must be submitted to the Code Enforcement Officer prior to any building permit being issued.