

Village of Woodbury

Zoning Board of Appeals

Instructions for application forms:

1. Application form(s) must be filled out entirely
2. Applicants must submit ten (10) copies of all information (plans, blueprints, surveys, application forms, etc.)
3. As explained in the information packet, in order for the Board to be able to consider all aspects of the application, applicant should provide photographs of property and all adjoining properties.
4. If applying for a **use** variance, fill out page attached. If additional space is needed include attachment.
5. If applying for an **area** variance, fill out page attached. If additional space is needed include attachment.
6. Applicant must submit with application payment of fees in accordance with attached fee schedule (made payable to the Village of Woodbury)
7. Applications shall be submitted two weeks prior to the 2nd Wednesday of each month in order to be placed on next agenda
8. Applicant must be present at meeting or if attorney representing applicant will be present, a signed affidavit must be submitted with application
9. All correspondence and documents must be submitted prior the meeting unless approved by the Zoning Board. Applicants are responsible for submitting any documents distributed at the meeting to the Building Department for our file.

ZONING BOARD OF APPEALS - FEE SCHEDULE

Special Permit-----	\$200.00
Residential Area Variance-----	\$250.00
Residential Use Variance-----	\$300.00
Commercial Area Variance-----	\$500.00
Commercial Use Variance-----	\$750.00
ZBA Interpretation of Code	
Residential-----	\$250.00
Commercial-----	\$500.00
Review of Ruling by Building Inspector-----	\$250.00

In addition to the fees listed above all **residential subdivisions** consisting of **three or more lots** and all **commercial applications** require the **posting** of an **escrow in the amount of \$2,500.00** prior to an **appearance before the Zoning Board** to cover the cost of all consulting fees for the application. If the escrow account falls below \$1,000.00 additional funds must be posted to continue the application process. Applicant is responsible for final payment of all consultant fees prior to final decision rendered by the Zoning Board of Appeals. **Please submit a check with application made payable to the Village of Woodbury**

Statement of Ownership and Interest

- 1. **Name of Applicant** _____

- 2. **Owner of property (if different from) Applicant** _____

- 3. **Owners Address** _____

- 4. **Location of Property** _____

- 5. **Tax map: Section _____ Block _____ Lot _____ Zoning District:**
- 6. **Present use of property: Residential (single-fmly) _____ (multi-fmly) _____ Comm.**

- 7. **Such use has continued without change since (year) :** _____

- 8. **Proposed use of property:** _____

- 9. **Type of relief requested: Use variance _____ Area variance _____ Special permit**

- 10. **List sections of the Woodbury Zoning Law from which variance(s) or permit are requested:**

- 11. **Give directions to property from Police Headquarters on Route 32:**

Date filed: _____ **Applicants Signature:** _____

Applicants address: _____

Telephone numbers: (daytime) _____ (evening)

If Owner is different from applicant, complete the following:

Owners signature: _____

Owners address: _____

Telephone numbers: (daytime) _____ (evening)

Statement of Ownership and Interest

This questionnaire to be completed by persons applying for an USE variance (if unsure, see instructional pamphlet attached or contact the building department):

PLEASE ANSWER ALL QUESTIONS YES OR NO AND THEN GIVE DETAILED EXPLANATION

(ATTACH ADDITIONAL PAGES IF NECESSARY)

USE VARIANCE

1. Explain how, based on the current applicable zoning regulations applicant is incapable of earning a "reasonable" financial return on his/her initial investment if used for any of the uses allowed by the zoning code. Applicant must demonstrate using financial evidence:

2. Explain how the alleged hardship that relates to the property in question is unique and does not apply to a substantial portion of the district or neighborhood:

3. Explain how the requested variance, if granted, will not alter the essential character of the neighborhood:

4. Explain how the hardship is not self-created:

Statement of Ownership and Interest

This questionnaire to be completed by persons applying for an AREA variance (if unsure, see instructional pamphlet attached or contact the building department):

PLEASE ANSWER ALL QUESTIONS YES OR NO AND THEN GIVE

DETAILED EXPLANATION

(ATTACH ADDITIONAL PAGES IF NECESSARY)

AREA VARIANCE

1. Will the granting of this variance produce an undesirable change in the character of the neighborhood or create a detriment to nearby properties?

2. Can the benefit you seek be achieved by some other feasible method other than variance?

3. How substantial is the variance that you are requesting?

4. Will the granting of the variance have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district?

5. Is the alleged difficulty self-created?
