

Applicant Name: _____ Date: _____

CHECKLIST: (7 Copies for each item 1-8)

Place a check in the box when item is completed. Example: []

[] **1. APPEAL/APPLICATION FORM - (7 Copies)**

- For variances & special use permits, area, setbacks, accessory buildings, fences, sheds, etc
- Building Plans
- Completed and notarized.

[] **2. DOCUMENTATION OF PROPERTY – (7 Copies)**

- Attach Plot Plan, Survey and Building Plan.
 - Enter Tax Map Number on the Plan.
 - Show all structures: (main building, shed, garage, deck, pool, and fences, open space, etc.) with all dimensions & setbacks.
 - Scale accurately: (Building: 1/4" = 1' 0") (Lot: 1:20 or as surveyed).
 - Show location: of well & septic tank & fields, parking area, landscaping, driveway, & main road.
 - Show 'North' arrow, property orientation, & shall point up.
- SEE SEPARATE PAGE for example of a typical plot plan layout. Per Town of Copake Zoning, Chapter 232, Section 232:28. D

[] **3. PHOTOGRAPHS – (7 COLOR Copies)**

- Provide color photos of all existing structures mounted on letter size paper. Please provide photographs that accurately depict existing conditions.

[] **4. LIST OF NAMES – (7 Copies)**

- Provide a list of all abutters surrounding the property, including across the street. Full names and addresses are required and are available from the Property Tax Roll Book in the Town Hall.

[] **5. PROOF OF OWNERSHIP – (7 Copies)**

- Copies of latest tax bill or a Copy of the Deed, Right of Way, Easement, Restrictions, etc.

[] **6. PROOF OF HARDSHIP – (7 Copies)**

- If applicable. Provide written or photographic evidence proof of hardship.

[] **7. APPLICATION HISTORY – (7 Copies)**

- If you have requested a prior variance from the ZBA or you have presented your plan before the Planning Board please provide the date and 7 copies.

(ZBA) Date _____

(Planning Board) Date _____

[] **8. DENIED Building Permit - if applicable. (7 Copies)**

[] **9. APPLICATION FEE**

- A check in the amount of one hundred (\$100.00) made payable to the “Town of Copake”.

Zoning Board of Appeals
Town of Copake 230 Mountain View Road, Copake, New York, 12516

Request for Area or Use Variance and Special Use Permit

Appeal of _____ .Date ____/____/____.

Mailing Address: _____

_____. Phone: _____.

Attorney or Agent: _____.

The applicant is the owner of property situated at the following location:

Address: _____.

Zone: _____ .Tax Map #: _____ . Section: _____ . Block: _____.

Lot(s): _____ Lot Size (S.F.): _____ X _____ Acre: _____.

House Size (S.F.): _____ . #of Bedrooms: _____ . #of Stories: _____.

Basement Type: _____ .Lot Coverage (ZBA use): _____ %.

Setbacks:

• Front Yard: _____ . Rear Yard: _____.

• Side Yard Right: _____ . Side Yard Left: _____.

Corner Lot: Yes / No . Cross Street: _____ . Nearest Major Road: _____.

Septic Size: _____ Gal. (Please indicate location on corresponding maps.)

The above property was acquired by the applicant on ____/____/____.

Proposed work: _____

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Please answer the following questions (if applicable):

1. Practical difficulty of conforming to the Zoning Ordinance for the requested construction is shown by :

2. The variance requested would observe the spirit of the Zoning Ordinance and would not change the character of the district because :

3. Appeal is hereby made to the ZBA for :

4. Strict application of the Zoning Ordinance would produce undue hardship because:

(Financial proof of undue hardship is attached)

I hereby certify that the above information is true.

.....
Signature of Applicant

State of New York } ss:

County of

Sworn to me this.....day of 20.....

.....*Notary Public*