

TO: Applicant
FROM: Zoning Board of Appeals
RE: Application for Variance

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Attached is an application for a Variance, a Short Environmental Assessment Form and a Notice of Public Hearing. To process your request, you must fill out the application and the Short Environmental Assessment Form and return them to:

**Ms. Nikki Berezna, Clerk
119 Mansion Street
Coxsackie, New York 12051**

If you are a commercial business, the fee that must accompany your request is \$200. If you are a private resident, the fee is \$50. You must enclose a check payable to the Village of Coxsackie in order to process your request.

Additionally, the applicant is required to notify all affected landowners of this request. The attached Notice of Public Hearing form should be used for this purpose, but not until the Zoning Board of Appeals schedules your Public Hearing, and then the following instructions must be followed:

“The applicant is responsible for mailing notices of the public hearing to interested land owners of the affected property so that the notice is received at least ten (10) days prior to the public hearing. ‘Interested landowners’ are those persons who own properties within 500’ of the affected property, including landowners directly across the road, if any, from the affected property, and the landowners adjoining on the right and left of the property across the road. Notices must be sent certified, return receipt requested and the green return cards must be filed with the Zoning Board of Appeals prior to the public hearing.”

The Village Clerk can advise you as to the date for the next scheduled Zoning Board of Appeals Meeting and of the application deadline for that meeting.

**ZONING BOARD OF APPEALS
Village of Coxsackie**

APPLICATION FOR VARIANCE

FOR OFFICE USE ONLY

**Chairperson
Zoning Board of Appeals**

Case No. _____
Date Received: _____
Hearing Date: _____
Date of Action: _____
Action: _____

To the Zoning Board of Appeals:

A. Statement of Ownership and Interest

The applicant(s) _____
is/are the owner(s) of property situated at the following address: _____
_____ Tax Map No. _____
The above described property was acquired by applicant on _____

B. Type of Variance Requested

Area _____
Use _____

**C. Describe need for area variance or proposed use, if application is for use
Variance:** _____

D. For Area Variance, please state:

**1. What practical difficulties, if any, would arise if the area variance is
not granted:** _____

2. How would the variance affect the character of the district?

E. For Use Variance, please state the following:

1. Would undue hardship be created if variance is not granted? If yes, please explain: _____

2. How would the variance affect the character of the district?

Signature

Printed Name

Mailing Address

Telephone Number

**TO COMPLETE YOUR VARIANCE APPLICATION
YOU MUST ALSO SUBMIT THE FOLLOWING:**

- 1. Area map showing the location of the property:**
 - a. Submit an 8 ½” x 11” photocopy of the appropriate section of the local tax map of the applicant’s property.**
 - b. Copy of survey map of the applicant’s property, if available.**
- 2. A copy of Building Permit application, if applicable.**
- 3. Written determination from the Building Inspector.**
- 4. Copy of deed.**

NOTICE OF PUBLIC HEARING

There will be a Public Hearing before the Village of
Coxsackie Zoning Board of Appeals on

_____ , _____ , _____ , at _____ p.m. at
(Month) (Day) (Year) (Time)

Village of Coxsackie Village Hall, 119 Mansion Street, Coxsackie,
New York.

The subject of the Public Hearing will be the Variance
Application filed by _____ for property located
(Name of Applicant)
at _____ , bearing Tax Map
(Address of Property)
Number _____ for the purpose of _____.

(Applicant's Signature)

(Address)
