

**Part 2: To Be Completed by Zoning Administrator**

SBL# \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Is Property in Hamlet Area? \_\_\_\_ Yes \_\_\_\_ No      Is SEQRA Review required? \_\_\_\_ Yes \_\_\_\_ No

The applicant's appeal from a decision of the Zoning Enforcement Officer, or on direct appeal from the planning board as permitted by Town Law, concerns the following:

\_\_\_\_\_ Denial of an Application for a Building Permit concerns the following: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Denial of an Application for a Certificate of Occupancy (Attach to Application)

For the Proposed Activity: \_\_\_\_\_  
Denial was made because of a violation of the Town Zoning Code (s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date of Zoning Administrator's Decision

**Part 3: To Be Completed by the Zoning Board of Appeals**

Following a public hearing and reviewing the above materials from the applicant and the criteria provided from the Zoning Administrator the ZBA finds:

\_\_\_\_\_ The Applicant has failed to meet the above criteria and the application is **denied** on the basis of: \_\_\_\_\_

\_\_\_\_\_ The Applicant has shown adequate and substantial merit to the application project and is hereby **approved** by the ZBA which grants the applicant the requested Area Variance in the manner detailed below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of ZBA Chairperson

\_\_\_\_\_  
Date

**Applicant:** Unless otherwise specified by the Zoning Board of Appeals, a decision on any appeal shall expire if you fail to obtain any necessary building permits or comply with the conditions of said authorized permit within six (6) months from the date of authorization thereof. The Zoning Board of Appeals may increase this period from six (6) months to one (1) year at its discretion.