

**Town of Northumberland
Area Variance Application
Zoning Board of Appeals**

OFFICE USE ONLY

SBL#: _____
Application #: _____
Date of Appeal: _____
Date of Receipt by Board: _____
Date of Public Hearing: _____
Date of Final Action: _____
Date of Filing a Decision with the
Town Clerk's Office: _____

Part 1: To Be Completed by the Applicant

Applicant: _____
Owner (if not applicant): _____
Mailing Address: _____

Day Phone: _____ Evening Phone: _____

Property Information

Appeal Concerns Property at the Following Address: _____

Date Applicant Acquired Property: _____
(If property is not owned by the applicant, the applicant must submit a statement by the
property owner authorizing the applicant to appeal on his/her behalf.)

Note: *the ZBA is without authority to grant an Area Variance unless the applicant can demonstrate that the
dimensional requirements of the zoning regulations have created a practical difficulty. Accordingly, the
applicant for an Area Variance must complete the following information.*

Project Description (Briefly describe your proposal and attach a surveyed plot plan): _____

State what **type and size of an area variance you are requesting** (ex. 3 foot side yard variance): _____

State the **reason you are applying for the area variance:** _____

Describe the character of the neighborhood and how this project will not be a substantial detriment to the
neighborhood: _____

Signature of Property Owner: _____ **Signature of Applicant:** _____
Date: _____ **Date:** _____

Disclaimer: We hereby dispose and say that all the above statements and
statement content in the application submitted are true.

Sworn before me, _____, on this date _____, month, _____, and year _____

Applicant

Notary

Property Owner

--- OVER ---

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.