

*Town of Westerlo
Planning Board &
Zoning Board of Appeals
Application Process*

Dear Applicant:

Thank you for your interest in securing approval from the Town of Westerlo for your project. In order for the Planning Board/Zoning Board of Appeals to properly evaluate your application, and place the same on the agenda for review, you must **submit the following to the ZONING ADMINISTRATOR at least SEVEN (7) days prior to the next regularly scheduled meeting of the appropriate Board (applications submitted less than SEVEN (7) days prior to the meeting will be handled at the NEXT scheduled meeting):**

A fully-completed appropriate application for your project. (There are separate applications for variances, special use permits, and subdivisions.)

Your application must be accompanied by:

- The appropriate **initial** fee.*
 - Variance \$40.00
 - Special Use Permit \$40.00
 - Subdivision \$40.00

Please make your check payable to the Town of Westerlo.

- A copy of your deed.* Please make sure to copy all pages of your deed.
- A sketch plan* with appropriate measurements (such as distances from side lot lines, distances from existing buildings, etc.) the location of the well and septic, the location of all existing buildings, etc. **For subdivisions**, five copies of the survey map of the proposed subdivision must be submitted with the application.
- Copies of all necessary Federal, State and County licenses and permits, if required, and code review(s) for the proposed activity.*
- The appropriate environmental review form, with name and address ONLY completed.*
- FULLY EXECUTED Site Visit Consent Form*

****Please note that your application will not be considered for review unless all of the required items are submitted to the Zoning Administrator within the appropriate time frame.****

CHECKLIST FOR PLANNING/ZONING APPLICATIONS

(THIS FORM IS TO BE STAPLED TO THE INSIDE FLAP OF THE FILE)

** In order for an application to be presented to the Planning Board or Zoning Board of Appeals, all items in Section I must be completed at least 7 days prior to the next regularly scheduled meeting of the appropriate Board.**

Section I:

Applicant's Name: _____

Applicant's Address: _____

Location of Property: _____

Tax Map Id. No. _____

Date Application Submitted: _____, 20__

Items included (check all that apply):

___ **Fee (amount: \$_____)** **Date received:** _____

___ **Deed** **Date received:** _____

___ **Sketch Plan** **Date received:** _____

___ **Survey Map (5 copies)** **Date received:** _____

___ **Environmental Review** **Date received:** _____

___ **Site Visit Consent Form** **Date received:** _____

Section II:

Date Application Presented to Board: _____

Date of Public Hearing: _____

Date of Board Decision: _____

Approved: ___ (___ ayes, ___ naves)

Denied: ___ (___ ayes, ___ naves)

Written Decision Filed: **Date** _____

**TOWN OF WESTERLO PLANNING BOARD/ZONING BOARD OF APPEALS
671 CR 401, P.O. BOX 148
WESTERLO, NEW YORK 12193**

Site Visit Consent Form

The Town of Westerlo Planning Board/Zoning Board of Appeals requests your permission to conduct a site visit of this property to assist in the Board's application process, review and determinations. The Board seeks authority to walk the property and visit the site at the Board's unaccompanied convenience only, at any time during the duration of the application process, with consultants of our choosing.

The completed form must accompany your application for processing.

Name of Applicant: (Application Number if assigned) Application No. _____

Name of Property Owner (if other than applicant):

Location of Site:

Permission granted (by owner): yes_____ no_____

Owner's signature: _____

Telephone #: _____

Date: _____

PLEASE NOTE: A \$40 non-refundable fee must be submitted with this completed application (checks only: payable to Town of Westerlo). Applicant MUST BE PRESENT at the ZBA meeting for application to be reviewed.

TOWN OF WESTERLO APPLICATION FOR VARIANCE

PLEASE PRINT IN INK OR TYPE
Complete and attach all pertinent documents

Office use only
Appeal # _____

Telephone #

To the ZONING BOARD OF APPEALS, TOWN OF WESTERLO, ALBANY COUNTY, NY. I,
(we) _____ of _____
(name) (address)

do hereby appeal to the Zoning Board of Appeals from the decision of the code enforcement officer on application for building/zoning permit # _____ dated _____ whereby the code enforcement officer did:

() Grant () Deny

to _____ of _____

- () A permit of use
- () A certificate of occupancy
- () A certificate for continuation of non-conforming use

1. Location of Property _____
Use District on Zoning Map _____

2. Provision(s) of the Zoning Law Applied:
Article _____ Section _____ Subsection _____ Para. # _____
Article _____ Section _____ Subsection _____ Para. # _____

3. Type of Appeal: Appeal is made herewith for:
() An interpretation of the Zoning Law or Zoning Map
() A variance to the Zoning Law
() Other (specify) _____

4. Reason for the Appeal: (Complete relevant blank; use extra sheet if necessary)
A. Interpretation of the Zoning Law is requested because: _____

B. A variance to the Zoning Law is requested for these reasons:
1. Strict Application of the law would produce UNDUE HARDSHIP because: _____

2. The hardship created is UNIQUE and is not shared by all properties alike in the immediate vicinity of this property and in this use district because: _____

5. Name and address of abutting landowners, including across roads: (attach additional sheets if necessary) _____

OWNER: _____
(signature)

Name of Legal Representative, if any:

(name) (address)

**TOWN OF WESTERLO PLANNING BOARD
WESTERLO, NEW YORK 12193**

APPLICATION FOR SPECIAL USE PERMIT AND SITE PLAN APPROVAL

Before completing and submitting this Application and the required accompanying materials, the applicant should read and be familiar with the provisions of the Town of Westerlo Local Law #1 of 1989, also known as the Town of Westerlo Zoning Law. Copies of this Zoning Law may be seen at the Westerlo Town Hall or may be purchased for a small fee at the Town Hall or from the Town Clerk.

Under the Zoning Law, all Special Use permits that are requested under the provisions of Article 8, as well as the requirements of Articles 14, 18 and 19, require that a Site Plan be submitted and approved by the Town of Westerlo Planning Board.

Instructions

When a Site Plan is submitted as part of a request for a Special Use Permit, final approval of the Site Plan by the Town of Westerlo Planning Board shall also be considered as approval of the Special Use Permit.

This application must be accompanied by the following:

- a Site Plan drawing containing the information listed on the attached Checklist of Items that **must** be on a Site Plan Drawing
- a completed copy of the Checklist used to prepare the Site Plan Drawing
- a list of the names and addresses of owners of the property that abuts, corners on or is directly across any Town, County or State road from the site

Purpose of Application

Location

Applicant

Name _____ Phone # _____
Address _____
City _____ State _____ Zip _____

Owner of Property

Name _____ Phone # _____
Address _____
City _____ State _____ Zip _____

**TOWN OF WESTERLO PLANNING BOARD
WESTERLO, NEW YORK 12193**

APPLICATION FOR SPECIAL USE PERMIT AND SITE PLAN APPROVAL

Person Name _____ Phone # _____
Representing Address _____
Applicant City _____ State _____ Zip _____
Name _____ Phone # _____

Name _____ Phone # _____
Address _____
Licensed Engineer, City _____ State _____ Zip _____
Architect and/or
Surveyor(s) Name _____ Phone # _____
Address _____
City _____ State _____ Zip _____

I have read and understand the statement on the first page of this application and the Town of Westerlo Local Law #1 of 1989. I also understand that the Town of Westerlo Planning Board may require additional information before accepting this application or before taking action on this application.

The required fee of \$ _____ is attached.

Signature Signature _____
Print Name _____
Title (*) _____ Date _____

(*) If owner or applicant is a corporation or partnership, the signature should be that of an officer of the corporation and the position or title of this officer stated.