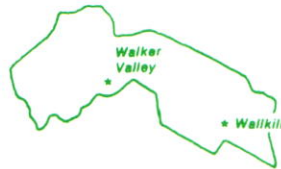


Established March 7, 1788



ZONING BOARD OF APPEALS  
**TOWN OF SHAWANGUNK**  
COUNTY OF ULSTER (P.O. BOX 247)  
**Wallkill, New York 12589**

TELEPHONE (845) 895-3356

FAX (845) 895-2162

Dear

**Before presenting this application to the Zoning Board of Appeals, the following information must be submitted to the Code Enforcement Officer.**

1. A **complete written description** of the **proposal**. **Must include exact measurement(s) of the variance(s) requested.**
2. The **Section of Code** that the variance is going to be used for.
3. Six copies of **plot plan** drawn to **scale** showing the **location** and **size** of the **proposed existing structures** and the **site distances** from the property lines, **front, sides and rear**. The **location** of the **septic system** and **reserve area** and the **well (proposed or existing)**.
  - **A CERTIFIED SURVEY MAY BE REQUIRED - FAILURE TO SUBMIT A SUITABLE PLOT PLAN WILL DELAY YOU GETTING ON THE AGENDA FOR A PUBLIC HEARING.**
4. A **completed Environmental Assessment Form** and/or **County Review**. This form must be filled out by going to the following link and following the steps:  
[www.dec.ny.gov/eafmapper](http://www.dec.ny.gov/eafmapper).
5. A **copy** of the **Deed** and a **copy** of the **Tax Map**.
6. An application fee of **THREE HUNDRED AND FIFTY DOLLARS (\$350.00)** (plus escrow for consultant or legal fees if needed) along with the **COMPLETED APPLICATION FORM** (attached)
7. Four **current photographs** of the **building/buildings involved** taken from the **front, rear and side**.
8. Such other information as required by the Zoning Board for their review.
9. Application must be submitted by the **2<sup>nd</sup> Wednesday** of the month for the **following month's meeting**.
10. Variances will not be issued until all fees are satisfied.
11. **By signing this application, you are giving the Zoning Board permission for site visits.**  
**Please initial here for permission for site visits and return this page:** \_\_\_\_\_

The Zoning Board Secretary, **Kathy Ebbrell**, may be reached Monday through Friday 9:00 AM-12:00 PM.

Respectfully yours,

**Archie Reid**  
ZBA Chairman

Revised 10/11/18

**TOWN OF SHAWANGUNK  
BUILDING FIELD REPORT**

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SECTION, BLOCK & LOT NUMBER:** \_\_\_\_\_

**LOCATION AND DIRECTIONS:** \_\_\_\_\_

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**\*\*\*\*\*FOLLOWING TO BE COMPLETED BY BUILDING INSPECTOR\*\*\*\*\***

PERMIT REQUESTED FOR: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ LOT SIZE: \_\_\_\_\_

LOT SIZE MEETS ZONING REQUIREMENT: YES \_\_\_\_\_ NO \_\_\_\_\_

FRONT, SIDE, REAR SETBACKS MEET REQUIREMENT: YES \_\_\_\_\_ NO \_\_\_\_\_

DRIVEWAY PERMIT REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_

STATE HIGHWAY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ TOWN: \_\_\_\_\_

FLOOD ZONE: YES: \_\_\_\_\_ NO: \_\_\_\_\_ MAP #: \_\_\_\_\_

WETLAND DESIGNATION: \_\_\_\_\_ MAP #: \_\_\_\_\_

CRITICAL ENVIRONMENTAL AREA: YES \_\_\_\_\_ NO \_\_\_\_\_ RIDGE \_\_\_\_\_ AQUIFER \_\_\_\_\_

RECREATIONAL RIVER CORRIDOR: YES \_\_\_\_\_ NO \_\_\_\_\_

PERMIT ISSUED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE: \_\_\_\_\_

**REASON FOR DENIAL:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSPECTOR'S COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**GEORGE SAWYER  
CODE ENFORCEMENT/ZONING OFFICER**