

**ZONING BOARD OF APPEALS
TOWN OF CANAAN
COLUMBIA COUNTY, NEW YORK**

PROCESS OF AN APPEAL:

FILING: Submit completed Zoning Permit application to the ZBA - deadline the Friday before the upcoming meeting. The application is accepted; a hearing date is set; the application is referred to the Town Planning Board for comment. Filing occurs in one meeting . You may also need a Site Plan Review.

FIFTEEN (15) DAYS prior to the Public Hearing, you are obligated to notify, in writing, all abutting landowners within 500 feet of your property.

PUBLIC HEARING: (After hearing the ZBA tries to form a timely consensus and file a decision within sixty [60] days after the close of the hearing.)

INFORMATION AND DOCUMENTS YOU NEED FOR A COMPLETE FDLING (Please provide eight [8] copies.)

Application for Zoning Permit: filled out with all information requested; include mailing address to which official notices should be sent.

Application to Zoning Board of Appeals with appropriate filing fees.

A SEQRA (State Environmental Quality Review Act) form. Fill out Part I, Project Information, as best you can.

A map showing your property, the abutting landowners' property, and how far the site is from the nearest cross street.

A plot plan locating the various structures on your lot. Include setbacks (how far the building are from the road and the lot lines).

A description of what you are trying to do and information to support your application.

TYPE OF APPEAL DEFINITIONS:

INTERPRETATION OF ZONING ORDINANCE: If applicant disagrees with the Zoning Officer on the meaning of the ordinance, when a Zoning Permit has been denied; the applicant must specify exactly which article, section, paragraph, etc., is desired to be interpreted and supply all the factual evidence available to support contention of the meaning of specified section.

SPECIAL PERMIT: Available only for specific uses listed in the ordinance, meeting all applicable requirements listed on Pages 37-41 of the June 2009 zoning law.

REIMBURSEMENT OF EXPENSES:

In addition to any fees required by an applicant appearing before the ZBA or Planning Board in connection with a request for a Special Permit, variance or interpretation of the Zoning Law, or any fees required of an applicant appearing before the Planning Board or ZBA in connection with a request for Site Plan review, subdivision approval or in connection with any application made for a Building or Use permit which is a Permitted Use, but which requires Site Plan approval, the applicant shall also be required to pay all expenses incurred by the ZBA or Planning Board in connection with the processing of such application including any reasonable fees and expenses incurred by either Board for the retention of a planner, engineer, attorney, architect, or other expert as provided for in paragraph 2 herein.