

TOWN OF NORTH EAST ZONING BOARD OF APPEALS
North East Town Hall
19 North Maple Avenue
P.O. Box 516
Millerton, NY 12546
518-789-3300 Ext. 607

ZONING BOARD APPLICATION REQUIREMENTS

One complete copy of this application should be filed with the Secretary of the Zoning Board of Appeals to be reviewed for completeness by the Chair of the Zoning Board of Appeals. Once deemed complete the applicant needs to provide six (6) copies of the application.

If the location of the property is within:

- (a) 500 hundred feet of a New York State owned property,
 - (b) 300 feet of a wetland or flood plain, or
 - (c) is on the New York State or National Registry of Historic Places,
- the applicant is required to submit one (1) additional copy for each agency's necessary review.

ZONING BOARD OF APPEALS REQUIRED APPLICATION MATERIALS

1. An area map, drawn to a convenient scale
2. A vicinity map, drawn to a convenient scale
3. A copy of the tax map showing the parcel and adjoining properties
4. A preliminary site plan map, showing the topography and overall proposed site layout and specifically showing:
 - a) All buildings, existing and proposed
 - b) All wells and sewage disposal systems, including drainage fields
 - b) All parking areas
 - c) All traffic egress, ingress and on-site circulation
 - d) All setbacks, buffer areas, lighting, landscaping and signage
5. Preliminary building plans and elevations
6. A detailed written statement of intended use and/or purpose
7. The appropriate fee payable to the Town of North East

NOTE: if the applicant is not the owner of the land, a notarized letter signed by the owner must be attached, stating who will be acting on his/her behalf as an authorized agent to represent him/her.

FEE SCHEDULE

Area Variance – Non-residential uses	\$450
Area Variance - Residential uses	\$125
Special Permit - Non-residential uses	\$450
Special Permit - Residential uses	\$125
Modification of a Special Permit	\$125
Administrative Review (interpretation)	\$125
SEQRA Review when the ZBA is Lead Agency	\$100
Certified Mailing Costs of Required Legal Notices	actual cost
Publication of Required Legal Notice	actual cost

Note: Fees for variances, special permits and reviews are cumulative and shall not exceed \$900.00 total.

Reimbursable Expenses for Variances, Special Permits and Administrative Reviews

Costs incurred by the Zoning Board of Appeals for consultation fees and other extraordinary expenses in connection with the review of an application for a Special Permit, Variance or Administrative Review will be charged to the applicant. In discussion with the applicant, an escrow account will be established by the Zoning Board of Appeals to cover the anticipated costs of such consultant review and other expenses.

If the required escrow account is depleted before final ruling on the application by the Zoning Board of Appeals, the applicant will be advised that additional monies, as determined by the Zoning Board of Appeals, must be deposited before the review will continue. Any monies remaining in the escrow account following the Zoning Board of Appeals' final action on the application and payment of related review costs will be returned to the applicant within 60 days.

If applicable, an escrow account shall be established for reimbursable SEQRA expenses as outlined in Chapter 92-5 of the Town of North East Town Law.

April 2025