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 seven (7) copies of the application in hardcopy and one (1) complete application in electronic form.

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.