

**BOARD OF APPEALS
MEETING SCHEDULE 2020**
APPLICATION DEADLINE TIME: 12:00 P.M.

Board of Appeals MEETING DATE	Application Deadline by 12 NOON	Public Notice Available AFTER 2PM	Deadline to Submit Denial Form Request to Building Inspector
January 21 TUESDAY	December 24, 2019	December 31, 2019	December 12, 2019
February 13	January 23	January 28	January 9
March 17 TUESDAY	February 27	March 3	February 13
April 23	April 2	April 7	March 19
May 21	April 30	May 5	April 16
June 18	May 28	June 2	May 14
July 16	June 18	June 23	June 4
No August Meeting			
September 17	August 20	August 25	August 6
October 22	October 1	October 6	September 17
November 19	October 29	November 3	October 15
December 15 TUESDAY	November 24	November 30	November 10

All dates subject to change. Please check www.rveny.gov, Board of Appeals (Zoning Board) subpage, for the most updated information

Application #: _____
Date Filed: _____
Hearing Date: _____

APPLICATION
BOARD OF APPEALS
CITY OF RYE

PLEASE COMPLETE EACH ITEM BELOW. ATTACH ADDITIONAL PAGES IF NECESSARY TO
PROVIDE COMPLETE RESPONSES.

PART I Property Information:

- A. Address: _____
- B. Lot Size: _____ sq. ft. Width: _____ ft. Depth: _____
- C. Zoning District: _____
- D. Allowable Sq. Ft. _____ Existing Sq. Footage: _____
Proposed Sq. Ft.: _____ Difference: _____
- E. Allowable Floor Area Ratio _____ Existing Floor Area Ratio: _____
Proposed Floor Area Ratio: _____
- F. Tax Assessment Map: _____ Block No.: _____ Lot No.: _____
- G. Description of all existing buildings and structures on the property:
- H. Description of proposed project:
- I. Located on the _____ side of _____
_____ feet in a _____ direction from the intersection of
_____ and _____
- J. Is property located in a flood plain? _____ First Fl. Elev. _____
- K. Does this application pertain solely to a one-family residence? _____
If yes, enclosed is \$500 application fee
If no, enclosed is \$700 application fee

PART II - General Information:

A. **Applicant: (If Applicant is not owner, attach document confirming interest in property):**

Name _____

Address: _____ City _____ State _____ Zip _____

Telephone No.: _____ Email: _____

Fax: _____

B. **Property Owner**

Name _____

Address: _____ City _____ State _____ Zip _____

Telephone No.: _____ Email: _____

Fax: _____

C. **Applicant Representative (attorney, architect), if applicable**

Name _____

Firm: _____

Address: _____ City _____ State _____ Zip _____

Telephone No.: _____ Email: _____

Fax: _____

PART III Variance Information:

A. **What is the general objective of this application? What do you want to do that you have been told you cannot do?**

Area Variance?

Use Variance?

Code Interpretation?

Board of Architectural Review?

Flood Plain Management Law Variance?

- B. Have any previous applications been made to the Board of Appeals or Planning Commission concerning the property, or any summons or warrant issued for a court appearance concerning the matter in question? If so, summarize the proceeding and the disposition and attach a copy of each decision and/or resolution.**
- C. What Section(s) of the RyeCity Code is (are) in question? State whether the Board's jurisdiction is appellate, original, or interpretive.**
- D. What specific relief is requested from the Board of Appeals? If a variance is requested, state the applicable zoning requirement (e.g. number of feet) and the requested variance (e.g. number of feet) from that requirement.**
- E. Will the proposed improvement or relief have any effect on the neighborhood? State your reasons.**
- F. Will there be hardship or practical difficulty if the requested relief is not granted? State your reasons.**

G. Is there any alternative to the proposed improvement or relief? If there is, describe the alternative and explain why you are not adopting it. State whether the alternative would also require relief from the Board of Appeals, and describe such relief.

H. State any other reasons for granting the application.

I. Set forth any other relevant information.

PART IV Signatures:

By signing this application the applicant attests that to the best of his/her knowledge all information provided herein is accurate and truthful. The signature of the applicant and owner also grants consent to have any City Staff or City Board or Commission members responsible for the review or approval of this application(s) to enter the property of the subject application.

Owner Signature

Date

Applicant Signature

Date

APPLICATION CHECK LIST FOR PERMITS

To facilitate the approval process, the City of Rye requests that applicants indicate below all permit applications that are pending, have been approved, or have been rejected for the subject property. This checklist will allow City authorities to be more familiar with properties that are the subjects of current applications. Please indicate all applications submitted for the property in question, including those that were prepared for projects separate from the current one. Intentionally omitting any items from this checklist is cause for delay or rejection of the application(s) being considered.

Please submit this checklist in conjunction with the application(s) to the appropriate City authority.

Board, Commission, or Inspector	Date(s) of Prior Approval	City Identifier Reference(s)	Previous Actions(s) on Applications	New Permit applied for (Check boxes)
Appeals				
Architectural Review				
Conservation				
Landmarks				
Planning Commission				
Building Inspector				
City Engineer				
Naturalist				
City Planner				
Other				

Name: _____ Property Address _____ SBL No. _____
Sheet Block Lot

Signed: _____ Date: _____

Project I.D.#

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I--PROJECT INFORMATION (To be completed by Applicant or Project sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENTLAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approval(s)	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval	
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/Sponsor name: _____ Date: _____	
Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II -- ENVIRONMENTAL ASSESSMENT (To be completed by Agency)

A. DOES ACTION EXCEED ANY TYPE 1 THRESHOLD IN 6 NYCRR, PART 617.12? If yes, coordinate the review process and use the full EAF
 Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6 ? If no, a negative declaration may be superseded by another involved agency. Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic or other natural or cultural resources; or community or neighborhood character? Explain Briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain Briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other Impacts (Including changes in use of either quantity or type of energy)? Explain briefly:

D. IS THERE OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? If yes, Explain briefly

PART III -- DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the **FULL EAF** and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency Title of Responsible Officer

Signature of Responsible Officer in Lead Agency Signature of Preparer (If different from responsible officer)

Date

INSTRUCTIONS FOR APPLICATION TO CITY OF RYE
BOARD OF APPEALS

• Applicants should submit the following necessary items to the **City Clerk's Office** with their applications by the **"Application Submission Deadline" listed on the first page.** *Technical questions* pertaining to the completion of the application should be directed to the **Building Department** and/or the **Assessor's Office.** *Questions pertaining to the filing of the application* should be directed to the **City Clerk's Office.**

Nine sets of the application packet are required with binder clips. The packet should include the following:

1. **Application** on letter size paper with all details completed. **One copy must be the original for filing in the City Clerk's Office.** Two sided is acceptable.
2. **Denial Form/Letter** from the Building Inspector or order of administrative official on which application is based.
3. **Environmental Quality Review Assessment form**
4. **Tax map** for subject address (obtained in City Assessor's office or directly from G.I.S.) If you are printing the list on your own, you can visit www.ryeny.gov -> Services -> City Mapping G.I.S.), enter the subject property, click the green and white circle, click "get Abutter", and use a 300 ft Abutter radius. The tax map will show the parcel with a radius drawing of the 300 feet.
5. **Photographs** (clear photo copies are acceptable) of the premises showing how the requested changes relate to surrounding/abutting properties.
6. **Plans and elevations either 11x17 or 12 x 18**, of the proposed new building, structure, or alteration, including all pertinent information such as proposed and required setbacks, building heights, floor plans, ground contours, survey or any other information that may assist in explaining the request. These plans **MUST** be scaled and include sheets depicting the site plan, floor plan, and elevations of the structure. The plans should include a table showing the dimensional requirements of the structure, its existing dimensional status, and proposed dimensions with respect to the applicable zoning requirements. Incorporate Zoning Comparison Table information into plans/drawings
7. **Any prior decision documents** (available at City Clerk's Office) from previous variance applications for the property, if applicable.
8. **Any letters of support from neighbors**

Application fee of **\$500** for single-family residences and **\$700** for all other applications. Payment can be made online by visiting www.ryeny.gov. Hover over the "Pay Online" square box and choose Clerk Payment by check (no additional fee) or Clerk Payment by Credit Card (for a nominal service fee)

Please secure application submittals with binder clips.

APPLICATION SUBMISSION/PROCESS CHECKLIST

Submit a total of 9 collated applications (1 original and 8 copies) in the following order:

- Application
- Denial form/letter from Building Inspector
- Former decisions documents, if applicable
- Environmental Assessment form
- Tax map for area (subject parcel highlighted)
- "Google Earth Map" of property
- Photos of premises
- Plans, drawings (11x17 or 12x18) with Zoning Comparison Table info incorporated
- Neighbor support letters (optional)

**PLEASE PROVIDE A PDF FILE FOR APPLICATION, SUPPORTING DOCUMENTS
& PLANS TO:**

EPIETROSANTI@RYENY.GOV & CDANDREA@RYENY.GOV

ZONING COMPARISON TABLE

(To be incorporated into Plans)

<u>Zoning District</u>	<u>Allowed/Required</u>	<u>Existing</u>	<u>Proposed</u>
<i>Principal Building(s)</i>			
LotArea (in sq. ft.)			
FAR			
First Floor Area	n/a		
Second Floor Area	n/a		
Other Floor Area	n/a		
Total Floor Area			
Front Yard			
Shortest Side Yard			
Total of Two Side Yards			
Rear Yard			
Building Height			
<i>Accessory Building(s)</i>			
Floor Area			
Shortest Setback			
Building Height			

PUBLIC NOTIFICATION REQUIREMENTS AND PROCEDURES

An application for a variance will not be considered complete unless a Public Notification List (Abutter list) prepared by the applicant in accordance with the following requirements and procedures is filed by the deadline.

Step 1 Print an Abutter List from G.I.S. You can visit www.ryeny.gov -> Services ->City Mapping (G.I.S.) Geographic Information System, enter the subject property, click the green and white circle, click “get Abutter”, and use a 300 ft Abutter radius. Click PDF Mailing list and print that list. The owner’s mailing address may not be the same as the address of the property. If the mailing address is that of a bank or tax service, the notice must be delivered or mailed to the actual address of the property. Do not deliver or mail the notice to the bank or tax service. [NOTE: If the application involves a request for a use variance and the property is within **300** feet of another municipality, you must include the Clerk’s Office of that municipality in your notification list.] Type or clearly print the required information. It must be legible.

Step 2 Obtain a copy of the Public Notice for your public hearing date, available beginning the Tuesday after the application deadline, by visiting www.ryeny.gov. Go to Events and Meetings-> Full Calendar, and the Public Notice will be attached to the scheduled meeting. Deliver a copy of the Public Notice (**the entire Public Notice must be copied**) to all of the property owners listed on the Public Notification List by mail in accordance with the following requirements:

- (1) The mailing shall be limited solely to the public notice.
- (2) The public notice shall be mailed to all property owners by **certified mail (no Return Receipt necessary)** at a post office or official depository of the Postal Service, at least 10 days prior to the date of the public hearing.
- (3) At least five business days prior to the public hearing, the applicant shall provide to the City Clerk PDFs of all **certified mailing slips**.

Delivery by Mail: Mail Public Notice to all property owners listed on Public Notification List by **certified mail**, posted within Westchester County at a post office or official depository of the Postal Service, at least ten (10) days before the date of the public hearing.

Step 3 Scan the Abutter list, the Public Notice and certified mailing slips (please copy several receipts onto one sheet of paper) and e-mail it to epietrosanti@ryeny.gov and cdandrea@ryeny.gov

If a mailed Public Notice is returned by the Postal Service because it could not be delivered, file the envelope with the City Clerk’s Office.

A public hearing on an application will not be held until the applicant has complied with all the notice requirements.

Prior to the hearing date, an inspection of the property will take place. **Please be sure that a house number (minimum 2’’) is visibly displayed on the front of the house so it can be easily seen from the street.**