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

All dates subject to change. Please check [www.ryeny.gov](http://www.ryeny.gov), Board of Appeals (Zoning Board) subpage, for the most updated information.
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.

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

Name: __________________________ Property Address __________________________ SBL No. __________________________

Signed: __________________________ Date: __________________________
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)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. APPLICANT/SPONSOR</td>
<td>2. PROJECT NAME</td>
</tr>
<tr>
<td>3. PROJECT LOCATION:</td>
<td>Municipality County</td>
</tr>
<tr>
<td>4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)</td>
<td></td>
</tr>
<tr>
<td>5. IS PROPOSED ACTION:</td>
<td>New Expansion Modification/alteration</td>
</tr>
<tr>
<td>6. DESCRIBE PROJECT BRIEFLY:</td>
<td></td>
</tr>
<tr>
<td>7. AMOUNT OF LAND AFFECTED:</td>
<td>Initially ______________________ acres Ultimately ________________________ acres</td>
</tr>
<tr>
<td>8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?</td>
<td>Yes No If No, describe briefly</td>
</tr>
<tr>
<td>9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?</td>
<td>Residential Industrial Commercial Agriculture Park/Forest/Open space Other Describe:</td>
</tr>
<tr>
<td>10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?</td>
<td>Yes No If yes, list agency(s) and permit/approval(s)</td>
</tr>
<tr>
<td>11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?</td>
<td>Yes No If yes, list agency name and permit/approval</td>
</tr>
<tr>
<td>12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

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
# ZONING COMPARISON TABLE

(To be incorporated into Plans)

<table>
<thead>
<tr>
<th>Zoning District</th>
<th>Allowed/Required</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
</table>

## Principal Building(s)

<p>| | | | |</p>
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<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>LotArea (in sq. ft.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Floor Area</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Floor Area</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Floor Area</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Floor Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Yard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortest Side Yard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total of Two Side Yards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear Yard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height</td>
<td></td>
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<td></td>
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</tbody>
</table>

## Accessory Building(s)

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Floor Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortest Setback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

2
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.](http://www.ryeny.gov), 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](http://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.
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.

**PLEASE NOTE**

The Board of Appeals has adopted a policy of receiving only the best available evidence of facts at hearings concerning applications. Therefore, evidence will generally be received only through sworn testimony of persons having personal knowledge of the facts and from information received with the application.

Deviations from the above policies will only be made on good cause shown.

---

**APPLICATION SUBMISSION/PROCESS CHECKLIST**

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

**STEP 1:**
- 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)
- Obtain the Public Notice by visiting [www.ryeny.gov](http://www.ryeny.gov)> Events & Meetings -> Full Calendar, and you will find the public notice attached to the scheduled Board of Appeals meeting
- Notify Neighbors on the abutter list by sending them the public notice by certified mail 10 days prior to scheduled meeting.
- Please provide the certificates of mailing to the Clerk’s office with Public Notification List no later than THURSDAY prior to meeting. Applications will not be heard if Clerk’s office does not receive this information by this deadline.

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

**EPIETROSANTI@RYENY.GOV & CDANDREA@RYENY.GOV**
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 edandrea@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.