

**BOARD OF APPEALS
MEETING SCHEDULE 2026**
APPLICATION DEADLINE TIME: 12:00 P.M.

Board of Appeals MEETING DATE	Deadline to Submit Denial Form Request to Building Inspector	Application Deadline by 12 NOON	Public Notice Available AFTER 2PM
January 8	December 4, 2025	December 18, 2025	December 23, 2025
February 19	January 15	January 29	February 3
March 19	February 19	February 26	March 3
April 16	March 5	March 26	March 31
May 14	April 9	April 23	April 28
June 18	May 14	May 28	June 2
July 16	June 11	June 25	June 30
No August Meeting			
September 10	August 13	August 20	August 25
October 15	September 10	September 24	September 29
November 12	October 15	October 22	October 27
December 10	November 5	November 19	November 24

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

General Information

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

Name _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Email: _____

- B. **Applicant Representative (attorney, architect), if applicable**

Name _____

Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Email: _____

Application #: _____
Applicant/Representative: _____

**APPLICATION
BOARD OF APPEALS
CITY OF RYE**

PART I Property Information:

A. Owner Name: _____

B. Property Address: _____

C. Tax Assessment SBL: _____ D. Zoning District: _____

E. Lot Size: _____ sq. ft. Width: _____ ft. Depth: _____

F. Allowable Sq. Ft. _____ Existing Sq. Footage: _____

Proposed Sq. Ft.: _____ Difference: _____

G. Allowable Floor Area Ratio _____ Existing Floor Area Ratio: _____

Proposed Floor Area Ratio _____

H. Description of all existing buildings and structures on the property: _____

I. Description of proposed project: _____

J. Located on the _____ side of _____

_____ feet in a _____ direction from the intersection of

_____ and _____

K. Is property located in a flood plain? _____ First Fl. Elev. _____

L. Does this application pertain solely to a one-family residence? _____

PART II Variance Information:

A. What is the general objective of this application?

- Appeal from City Code? Area Variance? Appeal from Board Determination?
Code Interpretation? Use Variance? Flood Plain Mgmt 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 there be hardship or practical difficulty if the requested relief is not granted? State your reasons.

F. State any other reasons for granting the application and/or any other relevant information.

PART III 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

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 (9) 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** for any application other than for:
 1. construction, expansion or placement of minor accessory/appurtenant residential structures, including garages, carports, patios, decks, swimming pools, tennis courts, satellite dishes, fences, barns, storage sheds or other buildings not changing land use or density;
 2. granting of individual setback and lot line variances and adjustments;
 3. granting of an area variance for a single-family, two-family or three-family residence

Please visit: https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf to complete the Short Environmental Assessment Form Part 1. To start the form using the EAF Mapper, please visit: <https://www.dec.ny.gov/permits/6191.html>
4. **Tax map** for subject address: 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. Plans should include 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 on GIS City Mapping) from previous variance applications for the property, if applicable.
8. **Any letters of support from neighbors**

**PLEASE PROVIDE A PDF FILE OF THE APPLICATION,
SUPPORTING DOCUMENTS & PLANS TO:
NRUTTENBERG@RYENY.GOV & KGARRITANO@RYENY.GOV**

Application fee of **\$750** for single-family residences and **\$1,000** for all other applications 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)

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. **Please review the accuracy of your application verbiage prior to sending out your mailings.**

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. Uncheck “Use Legal Address” and recalculate. 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**.

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 nruttenberg@ryeny.gov and kgarritano@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.**

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: _____

