



**Building Department**

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598  
Tel. (914) 962-5722 ext.259 | Email: ZBA@yorktownny.gov

**General Information and Instructions**

**Schedule for Applications & Meeting Dates:**

<b><u>First Meeting:</u></b>	<b><u>Applications due by:</u></b>	<b><u>Mailing Dates:</u></b>	<b><u>Site Inspection Visits:</u></b>	<b><u>Second Meeting:</u></b>
January 22 <sup>nd</sup>	January 15 <sup>th</sup> at 12pm	February 2 <sup>ND</sup> -February 11 <sup>th</sup>	January 17 <sup>TH</sup>	February 26 <sup>TH</sup>
February 26	February 19 <sup>th</sup> at 12pm	March 2 <sup>ND</sup> - March 11 <sup>th</sup>	February 21 <sup>ST</sup>	March 26 <sup>TH</sup>
March 26 <sup>th</sup>	March 19 <sup>th</sup> at 12pm	March 30 <sup>th</sup> -April 8 <sup>TH</sup>	March 21 <sup>ST</sup>	April 23 <sup>RD</sup>
April 23 <sup>RD</sup>	April 16 <sup>th</sup> at 12pm	May 4 <sup>th</sup> – May 13 <sup>th</sup>	April 18 <sup>th</sup>	May 28 <sup>TH</sup>
May 28 <sup>TH</sup>	May 21 <sup>st</sup> at 12pm	June 1 <sup>st</sup> - June 10 <sup>th</sup>	May 16 <sup>TH</sup>	June 25 <sup>th</sup>
June 25 <sup>th</sup>	June 18 <sup>th</sup> at 12pm	July 20 <sup>th</sup> -July 29 <sup>th</sup>	June 20 <sup>TH</sup>	August 13 <sup>th</sup>
August 13 <sup>th</sup>	August 6 <sup>TH</sup> at 12pm	August 31 <sup>st</sup> -Sept 9 <sup>th</sup>	August 8 <sup>th</sup>	September 24 <sup>th</sup>
September 24 <sup>th</sup>	Sept 17 <sup>th</sup> at 12pm	September 28 <sup>th</sup> -October 7 <sup>th</sup>	Sept. 19 <sup>th</sup>	October 22 <sup>d</sup>
October 22 <sup>nd</sup>	October 15 <sup>th</sup> by 12pm	November 16 <sup>th</sup> – November 25 <sup>th</sup>	October 17 <sup>th</sup>	December 10 <sup>th</sup>
December 10 <sup>th</sup>	December 3 <sup>rd</sup> by 12 pm	TBD	December 5 <sup>th</sup>	TBD

**\*\*No meetings in July and November\*\***

**Submitting an application:**

Application forms can be obtained from the Building Department or can be found on the [Yorktown website](http://www.yorktownn.gov).

\*Applications must be submitted to the Legal Assistant **NO LATER THAN 12:00 pm the Thursday prior** to the Zoning Board Meeting (i.e. one full week in advance) in order to be placed on the Agenda.

Applications are heard and decided by the Zoning Board of Appeals, which generally meets on the fourth Thursday of each month at 6:30 p.m.

Each application requires a minimum of two meetings. During the first meeting, the Board receives the application and schedules a site inspection to open the hearing. The second meeting serves as the public hearing, during which the Board will review the application and may issue a decision. The applicant and/or their representative must attend the second meeting, and all required mailings must be completed prior to the public hearing. Accessory apartment renewals are handled administratively unless otherwise directed.

### **Mailings:**

The law requires that each applicant notify adjoining property owners of their application as well as the date and time of the public hearing. Complete the following four (4) forms:

1. **Notice to Interested Parties:** this form is mailed to all property owners adjoining the applicant's parcel as well as to the owners of property across the street.
  - a. Find out the names and addresses of the "Interested Parties" from the Assessor's Office.
    - Even though you might know all your neighbors, you must check with the Assessor to be sure you have all the correct names and addresses.
  - b. Fill out the form and in the space for the requested relief it should state that you are filing for a (New/Renewal Accessory Apartment, Special Use Permit, Zoning Variance)
    - Make a copy of the completed form before you send it to the "Interested Parties" so you can submit that as your completed form.
  - c. The filled-out forms should then be mailed to all "Interested Parties". (Please see 'Schedule for Applications' section above for exact mailing dates)
    - *If they are not sent out during these dates the Zoning Board of Appeals cannot accept your mailings and your application will be adjourned until the next meeting where a new set of completed mailings will have to be submitted.*
2. **Certificate of Mailing:** this form can be obtained at the Post Office and needs to be filled out for each interested party.  
**\*Certificate of mailing is required; certified mail is not required but is accepted.**
3. **Certificate of Notice:** this form indicates that all interested parties were notified properly.
4. **Sign Notification & Picture:** this form is to be filled out to indicate that one or more notification signs were posted on the property. Follow the Instruction Sheet to comply with the Zoning Code.
  - a. You will need to take a picture of the sign(s) on the property and submit it along with this sheet.
  - b. Signs can be picked up and are to be returned to the Legal Assistant at 363 Underhill Ave., Yorktown Heights

\*Once all forms are completed, they should be dropped off to the Legal Assistant at Town Hall or mailed to Zoning Board of Appeals at 363 Underhill Ave, Yorktown Heights, NY 10598.

All forms must be completed during the indicated dates and returned before the second meeting to be accepted.

### **Site Inspection Visits:**

The Zoning Board of Appeals makes site visits once a month on a Saturday, as announced at the first meeting. Site visits begin at approximately 9:30 a.m. in Yorktown Heights and continue throughout Town until the board has seen all locations scheduled for a site visit.

Dates for Site Visits can be found above in the 'Schedule for Applications' section.

*\* Please note that if your application is for a new accessory apartment, someone must be available to show the apartment to the ZBA. For all other applications, it is advisable for the applicant or a representative to be present at the time of the site visit. If this is not possible you must clearly mark the exact location of what is being sought in your application.*

**Decisions:** You will receive a decision letter approximately 1-2 months after your application is granted by the Zoning Board of Appeals. Upon receiving your decision letter, you may obtain a permit from Building Department.