

# ZONING BOARD OF APPEALS

TOWN OF COPAKE

230 MOUNTAIN VIEW ROAD, COPAKE, NEW YORK 12516

## DIRECTIONS FOR FILING AN APPLICATION

Applicants for Building Permits are required to make application to the Zoning Board of Appeals under two circumstances: 1) application for a Building Permit has been denied by the Building Department with indication that an Area or Use Variance is required, and 2) the Table of Use Regulations in Town Zoning Chapter 232 specifies need for a Special Use Permit.

The Zoning Board of Appeals (ZBA) meets on the fourth Thursday of the month at 7 PM in the Town Hall. Applications for a ZBA public hearing are typically accepted at the meeting preceding the meeting at which the public hearing will take place, in order to give the ZBA time to notify abutters and to review materials, visit property, and prepare for the hearing. The public hearing is put on the calendar when the application is accepted. The applicant or someone with written authorization to represent the applicant must attend the public hearing.

The applicant must file the following with the Town Clerk at the Town Hall prior to the meeting at which the application is to be accepted:

1. completed and notarized application
2. copy of denied Building Permit, if applicable (5 copies)
3. appropriate survey maps and plot plans drawn to scale  
(5 copies)
4. names and addresses of all abutters
5. a check for one hundred dollars (\$100.) made out to Town  
of Copake