

Town Of Wallkill  
99 Tower Drive-Building A  
Middletown, NY 10940-2026

## ZONING BOARD OF APPEALS

### ZBA APPLICATION DIRECTIONS

Application must be completed with property owner signature or signed by property owner on record, application fee and all other requirements listed below must be completed before application can be submitted or processed by the ZBA.

#### Application submitted must include:

- 1) Complete application with all necessary information required, all signatures, notarized and all fee's included
- 2) 3 Hard copies and digital PDF Map of the property/project involved.  
Must be drawn to scale, you may bring PDF version of map on a CD or USB, it can also be emailed.
  - A) Show all building or project dimensions
  - B) All yard setbacks and dimensions of the lot
  - C) Section -Block - Lot number from latest tax map

#### **ZBA Procedure:**

- It is a two month procedure for a variance to be processed.
- The applicant or anyone concerning the project must attend both ZBA meetings.
- The Preliminary Review and the Public Hearing are scheduled every second Monday of the month at 7:30pm, at the Town of Wallkill 99 Tower Dr, Building A
- After preliminary review applicant must bring proof of mailing from post office of all labels mailed out to surrounding neighbors or properties.
- Final approval or denial of variance will be decided at the Public hearing by the Zoning Board members.

#### ***Preliminary Review:***

- Board will review applications with applicant.
- Board will present issues, concerns, or suggestions regarding the project
- If applicant or any one concerning the project is unable to attend for any reason, the review will be held at next meeting.

#### ***Public Hearing:***

- Public hearing is scheduled after applicant has attended the Preliminary review
- Applicant must mail out public notice with labels provided by the Assessors
- The public notice must be sent out 10 days prior to the public hearing date
- The labels will be provided by the Assessors Dept. a few days after the first meeting
- A fee is calculated for the labels by the Assessors Dept. based on the labels
- The assessors will contact the applicant once the labels are ready to be picked up
- Board will make final decision after hearing the public and discussing any final questions or concerns
- Variances expire after six months. Applicant must apply for a six month extension if project is unable to be completed for any reason within the six month period

If you may have any other questions or concerns you may contact the ZBA office at (845) 692-7800 ext 141, or by email at [zoningboard@townofwallkill.com](mailto:zoningboard@townofwallkill.com).

# **Zoning Board Fee Schedule**

*(Adopted by Town Board resolution #85 of 2016)*

## **Residential:**

All residential Variances - **\$550.00**

Residential Variance includes- Use, Area, Interpretation  
(I.e. decks, sheds, pools, fences, additions, and accessory buildings/structures, etc.)  
Residential fee of \$550.00 includes Publishing cost, attorney review cost, as well as the application fee. (Labels fee not included)

*(Additional charges may be billed if necessary to cover additional attorney fees)*

## **Commercial:**

All Commercial Variances - **\$825.00**

Commercial variances includes- Use, Area, Interpretations and Signage

Commercial fee of \$825.00 will include publishing cost and application, and a \$400.00 escrow deposit for attorney review. The applicant is responsible for the attorneys review cost at a charge of \$200/hr. (Labels fee not included)

*(Additional charges may be billed if necessary to cover additional attorney fees)*

## **Extension fee**

Residential	\$25.00
Commercial	\$50.00

*(Adopted by town board resolution #160 of 2012)*

## Public Notice Label Process

After the applicant has attended the preliminary review with the Zoning board, the applicant is responsible for mailing the public notice to the surrounding property owners. The Assessors Dept. will provide applicant with list of labels to be used for notification purposes.

- After preliminary review the Assessors Dept. will provide the applicant with the required Labels.
- The Assessors Dept. will contact the applicant once the labels are completed. This process may take 7-10 days. You may contact the Assessor's office to get an estimated time of completion or for any question regarding the Labels at (845)692-7810.
- Upon completion of Labels you will be notified of fee, you may pay by cash or check, which should be made out to the Town of Wallkill.

### Mailing List fee schedule

Labels:	Fees:
1-10	\$10.00
11-20	\$20.00
21-30	\$30.00
31-40	\$40.00
41-50	\$50.00
51-60	\$60.00
61-70	\$70.00

This is a service provided for the applicant, by the Town of Wallkill. The Assessors and Zoning Departments work in correlation to provide this information to the applicant as soon as possible. We will do our best to provide this service in a timely manner with no inconvenience to the applicant.

## Zoning Board Application

APPEAL # \_\_\_\_\_

1	Application Date	
2	Applicant(s) Name	
3	Address	
4	Phone Number	
5	Email Address	
6	Property Owners Name	
7	Property Address	
8	Phone Number	
9	Email Address	
10	Date owner acquired the property	
11	Tax Map Location (Section-Block-Lot)	
12	Street Address	
13	Zoning District (circle one)	RA / RA-1/ R1/ R2/ R-AH/ RM-B/ NC/ TC/ OR/ HC/ ENT-L/ ENT
14	Lot Size and Acreage	
15	Soil Type described in Town Code	
16	Application fee	(Check or Cash) Amount-\$ _____

