



Zoning Board of Appeals  
249 Duncan Road  
Lagrangeville, NY 12540  
(845) 724-5600  
Email: pbzba@unionvaleny.us

## REQUIREMENTS FOR AN APPEAL TO UNION VALE ZONING BOARD OF APPEALS

- **Filing Fee** in accordance with fee schedule annually reviewed and established by the Town Board
- **Eight (8) copies** of a packet including the following, the first 6 of which are **required**:
  1. The **Letter of Denial** by Union Vale Code Enforcement Officer (*required*)
  2. **Completed Application Form and any supplemental attachments** (*required*)
    - **NOTE: Every application must include the specific provision of the Union Vale Code that is involved, and precisely set forth either the interpretation that is claimed, or the details of the variance that is applied for and the grounds on which it is claimed that such variance should be granted;** the Union Vale Code is available for inspection at the Office of the Town Clerk and is available on-line at <https://www.ecode360.com/UN0671>
  3. Copy of **current land survey** prepared by a licensed land surveyor (*required*)
    - The survey accompanying any application for an **area variance** from a dimensional requirement established by the Union Vale Code must show, through precise dimension, (1) the minimum setback or other requirement set forth in the Union Vale Code; and (2) the setback or other requirement that would apply if the requested area variance were granted;
  4. **Short Form Environmental Assessment Form** (*required*)
    - The Zoning Board of Appeals reserves the right to require the applicant to provide a Long Form Environmental Form.

5. **Map** showing the existing conditions or site plan, including site topography, existing development and significant natural features, such as wetlands and stream courses. (This map can be obtained using ParcelAccess (<http://geoaccess.co.dutchess.ny.us/oarcelaccess/>) and will be provided by the Code Enforcement Officer upon request.) (*required*)
6. **Owner's Authorization Form** (*required* if Applicant is not record owner of the property and/or Applicant will be represented by an authorized agent in connection with the application and hearing)

**Recommended Supplements To Application:**

1. **Building Plans** including:
  - floor plans
  - elevation views
2. **Photographs** showing the proposed area and proposed project; photographs can be virtual, downloaded from the internet showing, for example, a building similar to the one proposed
3. Any **technical reports** (archaeology, traffic, wetlands, storm water management, etc.) of available
4. **Letters** from adjoining property owners
5. Any additional information pertinent to the Appeal.

- **Escrow Fees** (*required*)

In accordance with Union Vale Code section 128-2, every application for an interpretation or a variance must be accompanied by a check payable to the Town of Union Vale to be deposited in an escrow account for reimbursement to the Town for the cost of any services of engineering, legal or planning consultants deemed necessary by the Zoning Board of Appeals in making an informed decision on the application. The following escrow fee schedule applies:

A. Variances:

1. Area	
Residential (per variance)	\$750
Commercial (per variance)	\$1,250
2. Use	\$2,500

B. Interpretation (per Interpretation): \$1,000