Dear Applicant:

Thank you for your interest in securing approval from the Town of Westerlo for your project. In order for the Planning Board/Zoning Board of Appeals to properly evaluate your application, and place the same on the agenda for review, you must submit the following to the ZONING ADMINISTRATOR at least SEVEN (7) days prior to the next regularly scheduled meeting of the appropriate Board (applications submitted less than SEVEN (7) days prior to the meeting will be handled at the NEXT scheduled meeting):

A fully-completed appropriate application for your project. (There are separate applications for variances, special use permits, and subdivisions.)

Your application must be accompanied by:

- The appropriate initial fee.
  - Variance $40.00
  - Special Use Permit $40.00
  - Subdivision $40.00

  Please make your check payable to the Town of Westerlo.

- A copy of your deed. Please make sure to copy all pages of your deed.

- A sketch plan with appropriate measurements (such as distances from side lot lines, distances from existing buildings, etc.) the location of the well and septic, the location of all existing buildings, etc. For subdivisions, five copies of the survey map of the proposed subdivision must be submitted with the application.

- Copies of all necessary Federal, State and County licenses and permits, if required, and code review(s) for the proposed activity.

- The appropriate environmental review form, with name and address ONLY completed.

- FULLY EXECUTED Site Visit Consent Form

**Please note that your application will not be considered for review unless all of the required items are submitted to the Zoning Administrator within the appropriate time frame.**
** CHECKLIST FOR PLANNING/ZONING APPLICATIONS **

(THIS FORM IS TO BE STAPLED TO THE INSIDE FLAP OF THE FILE)

** In order for an application to be presented to the Planning Board or Zoning Board of Appeals, all items in Section I must be completed at least 7 days prior to the next regularly scheduled meeting of the appropriate Board.**

**Section I:**

Applicant’s Name:  ________________________________

Applicant’s Address:  ________________________________

Location of Property:  ________________________________

Tax Map Id. No.  ________________________________

Date Application Submitted:  ____________, 20__

**Items included** (check all that apply):

____ Fee (amount:  $______)  Date received:  ________

____ Deed  Date received:  ________

____ Sketch Plan  Date received:  ________

____ Survey Map (5 copies)  Date received:  ________

____ Environmental Review  Date received:  ________

____ Site Visit Consent Form  Date received:  ________

**Section II:**

Date Application Presented to Board:  __________________________

Date of Public Hearing:  __________________________

Date of Board Decision:  __________________________

Approved:  ____  (____ ayes, ____ nayes)

Denied:  ____  (____ ayes, ____ nayes)

Written Decision Filed:  Date  __________________________
Site Visit Consent Form

The Town of Westerlo Planning Board/Zoning Board of Appeals requests your permission to conduct a site visit of this property to assist in the Board’s application process, review and determinations. The Board seeks authority to walk the property and visit the site at the Board’s unaccompanied convenience only, at any time during the duration of the application process, with consultants of our choosing.

The completed form must accompany your application for processing.

Name of Applicant: (Application Number if assigned) Application No. ________
________________________________________________________________________

Name of Property Owner (if other than applicant):
________________________________________________________________________

Location of Site:
________________________________________________________________________
________________________________________________________________________

Permission granted (by owner): yes_____ no_____

Owner’s signature: ____________________________________

Telephone #: _______________________________________

Date: __________
TOWN OF WESTERLO APPLICATION FOR VARIANCE

PLEASE PRINT IN INK OR TYPE

Complete and attach all pertinent documents

Office use only Telephone #

To the ZONING BOARD OF APPEALS, TOWN OF WESTERLO, ALBANY COUNTY, NY. I,

(name) of

(address)
do hereby appeal to the Zoning Board of Appeals from the decision of the code
enforcement officer on application for building/zoning permit # ________ dated ________
whereby the code enforcement officer did:

( ) Grant          ( ) Deny

to __________________________________________

( ) A permit of use

( ) A certificate of occupancy

( ) A certificate for continuation of non-conforming use

1. Location of Property _____________________________________________________________

   Use District on Zoning Map _______________________________________________________

2. Provision(s) of the Zoning Law Applied:

   Article __________ Section __________ Subsection __________ Para. # ________

   Article __________ Section __________ Subsection __________ Para. # ________

3. Type of Appeal: Appeal is made herewith for:

   ( ) An interpretation of the Zoning Law or Zoning Map

   ( ) A variance to the Zoning Law

   ( ) Other (specify) ___________________________________________________________

4. Reason for the Appeal: (Complete relevant blank; use extra sheet if necessary)

   A. Interpretation of the Zoning Law is requested because: ________________________

   ___________________________________________________________________________

   ___________________________________________________________________________

   ___________________________________________________________________________

   B. A variance to the Zoning Law is requested for these reasons:

   1. Strict Application of the law would produce UNDUE HARDSHIP because: ________

   ___________________________________________________________________________

   ___________________________________________________________________________

   ___________________________________________________________________________

   2. The hardship created is UNIQUE and is not shared by all properties alike in
   the immediate vicinity of this property and in this use district because: _____

   ___________________________________________________________________________

   ___________________________________________________________________________

   ___________________________________________________________________________

5. Name and address of abutting landowners, including across roads: (attach
additional sheets if necessary)

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

OWNER: __________________________________________

   (signature)

Name of Legal Representative, if any:

_____________________________________  _______________________________________

(name)                                          (address)

_____________________________________

Form 794
APPLICATION FOR SPECIAL USE PERMIT AND SITE PLAN APPROVAL

Before completing and submitting this Application and the required accompanying materials, the applicant should read and be familiar with the provisions of the Town of Westerlo Local Law #1 of 1989, also known as the Town of Westerlo Zoning Law. Copies of this Zoning Law may be seen at the Westerlo Town Hall or may be purchased for a small fee at the Town Hall or from the Town Clerk.

Under the Zoning Law, all Special Use permits that are requested under the provisions of Article 8, as well as the requirements of Articles 14, 18 and 19, require that a Site Plan be submitted and approved by the Town of Westerlo Planning Board.

Instructions

When a Site Plan is submitted as part of a request for a Special Use Permit, final approval of the Site Plan by the Town of Westerlo Planning Board shall also be considered as approval of the Special Use Permit.

This application must be accompanied by the following:
- a Site Plan drawing containing the information listed on the attached Checklist of Items that must be on a Site Plan Drawing
- a completed copy of the Checklist used to prepare the Site Plan Drawing
- a list of the names and addresses of owners of the property that abuts, corners on or is directly across any Town, County or State road from the site

Purpose of Application
____________________________________________________

Location
____________________________________________________

Applicant
Name _________________________ Phone # _________
Address ______________________________________
City ________________ State _________ Zip _______

Owner of Property
Name _________________________ Phone # _________
Address ______________________________________
City ________________ State _________ Zip _______
APPLICATION FOR SPECIAL USE PERMIT AND SITE PLAN APPROVAL

Person
Representing
Applicant

Name _________________________ Phone # ____________
Address ________________________________________
City ___________________ State __________ Zip _______

Name _________________________ Phone # ____________
Address ________________________________________
City ___________________ State __________ Zip _______

Licensed Engineer,
Architect and/or
Surveyor(s)

Name _________________________ Phone # ____________
Address ________________________________________
City ___________________ State __________ Zip _______

I have read and understand the statement on the first page of this application and the Town of Westerlo Local Law #1 of 1989. I also understand that the Town of Westerlo Planning Board may require additional information before accepting this application or before taking action on this application.

The required fee of $ _________ is attached.

Signature _______________________________________
Print Name _______________________________________
Title (*) _________________________________ Date ___________

(*) If owner or applicant is a corporation or partnership, the signature should be that of an officer of the corporation and the position or title of this officer stated.