



**Village of Larchmont**  
**914-834-6210 or 914-834-4349**  
**Zoning Board of Appeals**  
**Procedure for Submission**

**Procedures for Application**

Address of Proposed: \_\_\_\_\_

All submissions must contain:

- Zoning chart showing what is required and what is proposed, this can be on the 1<sup>st</sup> page of the plans/blueprints, or on a separate sheet.
- In addition, all submissions must contain a full size, current survey, not just a site plan, showing all structures and setbacks on the property.
- All of these items (including a copy of the application) should be included in each of the (6) packets required.
- Also include photographs in each packet and show the adjacent properties.

All Zoning Board applicants abutting either a County Highway, County Park, or other County-owned facility, or State Highway or facility, required review by the County Planning Department. If your application requires such approval, speak to your Architect for submission to the proper County Office. This is the applicant's responsibility, not the Village of Larchmont's. Once you have received determination from the County, you may then file with this office.

- This application **does** require County Review. The County requires 30 days prior notice to act on cases. Once you have received a determination from the County.
- This application **does not** require County Review.

The applicant is responsible for neighbor notification mailings. Go to Westchester County GIS/Interactive mapping 250' radius. ([giswww.westchestergov.com/wcgis/Mapping.htm](http://giswww.westchestergov.com/wcgis/Mapping.htm)) Agenda can be printed off the village website [villageoflarchmont.org](http://villageoflarchmont.org) click on village calendars, click on the Zoning Board of Appeals Meeting, scroll down to event details, click onto event details and print.

- Proof of mailing must be submitted to this office prior to the meeting (postal service form 3877).
- Payment

Submission deadlines are posted on our website <http://villageoflarchmont.org/wp-content/uploads/2017/04/Land-Board-Meeting-Dates-2017.pdf>

**Village of Larchmont**  
**914-834-6210 or 914-834-4349**  
**Zoning Board of Appeals**  
**Application**



Address for Proposed: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Date: \_\_\_\_\_

Case No: \_\_\_\_\_

**Applicant:**

**Plans Prepare by:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

**Owner** (if different from applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

Description of Project and Variance(s) and/or Special Permit(s) being requested. Description must include exact location; number of stories; ect. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We hereby give notice of appeal from the decision of the Inspector of Buildings in refusing to issue a Permit for \_\_\_\_\_

On the grounds that such \_\_\_\_\_

Would be in violation of the provisions of \_\_\_\_\_

Of the Zoning Ordinance of the Village of Larchmont for the following stated reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_

**Village of Larchmont  
Zoning Board of Appeals  
Area Variance Application**



This page is to be used for applicants requesting an Area Variance

In making its decision, the Zoning Board of Appeals (ZBA) must consider the benefit to an applicant if a variance is granted, versus the detriment to the health, safety and welfare of a neighborhood or community. The ZBA must also consider the following items. Please briefly address these items.

1. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance(s).
  
2. Whether the benefit sought by the applicant can be achieved by some other feasible method for the applicant, other than an area variance(s).
  
3. Whether the requested area variance(s) is substantial.
  
4. Whether the proposed variance(s) will have an adverse effect or impact on the physical or environmental condition in the neighborhood or district.
  
5. Whether the difficulty was self-created. While this is a consideration for the ZBA, it does not necessarily preclude the granting of such area variance(s).

**Affidavit of Ownership**

State of New York  
County of Westchester

Applicant (please print) \_\_\_\_\_  
Address \_\_\_\_\_  
Signed \_\_\_\_\_  
(Applicant)

I, \_\_\_\_\_ being duly sworn,  
(PRINT NAME)  
(agent, owner, corporate officer)  
Deposes and says: that  
\_\_\_\_\_ is the owner  
in fee of the premises which this application applies;  
that the applicant is duly authorized to make this  
application; and that the statements obtained here are  
true to the best of the applicant's knowledge and belief,  
and that the work will be performed in the manner set  
forth in the applications filed therewith, and in accordance  
with all applicable laws, ordinances and regulations.

Signature \_\_\_\_\_  
Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_

\_\_\_\_\_  
Notary



**Village of Larchmont  
Zoning Board of Appeals  
Use Variance Application**

This page is to be used for applicants requesting a Use Variance

A use variance is a request to the Zoning Board of Appeals (ZBA) by the applicant to use property in a way that the zoning law does not permit. In order for the ZBA to grant a use variance the applicant must prove unnecessary hardship. To prove unnecessary hardship, the applicant must demonstrate to the ZBA that for every permitted use under the Larchmont Zoning Code for that particular district where the property is located that:

1. The applicant cannot realize a reasonable return, provided the lack of return is substantial as demonstrated by competent financial evidence.
2. That the alleged hardship relating to the subject property is unique and does not apply to a substantial portion of the district or neighborhood.
3. That the requested use variance, if granted, will not alter the character of the neighborhood.
4. That the alleged hardship has not been self-created.

**Affidavit of Ownership**

State of New York  
County of Westchester

Applicant (please print) \_\_\_\_\_

Address \_\_\_\_\_

Signed \_\_\_\_\_

(Applicant)

I, \_\_\_\_\_ being duly sworn,  
(PRINT NAME)  
(agent, owner, corporate officer)

Deposes and says: that  
\_\_\_\_\_ is the owner  
in fee of the premises which this application applies;  
that the applicant is duly authorized to make this  
application; and that the statements obtained here are  
true to the best of the applicant's knowledge and  
belief, and that the work will be performed in the  
manner set forth in the applications filed therewith,  
and in accordance with all applicable laws, ordinances  
and regulations.

Signature \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_

\_\_\_\_\_  
Notary

**Village of Larchmont  
Zoning Board of Appeals**



Address of Proposed: \_\_\_\_\_

**For Office Use Only:**

**Minutes of Public Hearing**

<b>Position Held on BAR</b>	<b>Name</b>	<b>Vote (Circle One)</b>
Chairman		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present

Presentation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Board Action: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved \_\_\_\_\_  
 Signature of Chair

Adjourned \_\_\_\_\_  
 Signature of Chair