

**VILLAGE OF LARCHMONT**  
**ZONING BOARD OF APPEALS -INFORMATION FOR APPLICANTS**

**PLEASE NOTE: APPLICATIONS WILL NOT BE ACCEPTED UNLESS 100% COMPLETE. ONLY SEVEN (7) CASES WILL BE HEARD AT EACH MONTHLY MEETING ON A FIRST COME, FIRST SERVED BASIS.**

**ALL SUBMISSIONS MUST CONTAIN A ZONING CHART SHOWING WHAT IS REQUIRED AND WHAT IS PROPOSED. THIS CAN BE ON THE 1<sup>ST</sup> PAGE OF THE PLANS/BLEUPRINTS, 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 PROPERTY. ALL OF THESE ITEMS (INCLUDING A COPY OF THE APPLICATION) SHOULD BE INCLUDED IN EACH OF THE SIX (6) REQUIRED PACKETS. ALSO INCLUDE PHOTOGRAPHS IN EACH PACKET.**

ALL ZONING BOARD APPLICATIONS ABUTTING EITHER A COUNTY HIGHWAY, COUNTY PARK, OR OTHER COUNTY-OWNED FACILITY, OR STATE HIGHWAY OR FACILITY, REQUIRE REVIEW BY THE COUNTY PLANNING DEPARTMENT. IF YOUR APPLICATION REQUIRES SUCH APPROVAL, SPEAK WITH 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 A DETERMINATION FROM THE COUNTY, YOU MAY THEN FILE WITH THIS OFFICE.

THE APPLICANT IS RESPONSIBLE FOR THE NEIGHBOR MAILING. GO TO WESTCHESTER COUNTY GIS/INTERACTIVE MAPPING/250' RADIUS. AGENDA CAN BE PRINTED OFF THE VILLAGE'S WEB SITE [villageoflarchmont.org](http://villageoflarchmont.org). PROOF OF MAILING MUST BE SUBMITTED TO THIS OFFICE PRIOR TO THE MEETING (Postal Service Form 3877).

[ ] 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, YOU MAY THEN CALL THE VILLAGE BUILDING DEPARTMENT (834- 4349) FOR THE NEXT SUBMISSION DEADLINE.

[ ] THIS APPLICATION **DOES NOT** REQUIRE COUNTY REVIEW, AND THE COMPLETED APPLICATION, FILING FEE, PLUS SIX (6) COMPLETE SETS OF PLANS, SURVEY, ETC. MUST BE FILED IN THE VILLAGE OF LARCHMONT ENGINEER'S OFFICE BY \_\_\_\_\_, TO BE ELIGIBLE TO BE HEARD AT THE \_\_\_\_\_ MEETING.

PLEASE SUBMIT SIX (6) COMPLETE PACKETS, EACH TO INCLUDE COPIES OF THE APPLICATION. THE APPLICANT MUST ALSO PROVIDE COPIES OF ALL PLANS AND OTHER MATERIALS CONCERNING THIS CASE AT THE TIME THE APPLICATION IS MADE. IN ADDITION, A CHECK IN THE AMOUNT OF \$500.00 FOR AN AREA VARIANCE OR SPECIAL PERMIT, OR \$500.00 FOR A USE VARIANCE, PAYABLE TO THE VILLAGE OF LARCHMONT, MUST BE SUBMITTED WITH THE APPLICATION. ANY SUBSEQUENT INFORMATION IN CONNECTION WITH THE CASE MUST CONTAIN SIX (6) COPIES. PLEASE CALL 914-834-4893 IF YOU HAVE ANY QUESTIONS. THANK YOU.

**THIS PAGE MUST BE COMPLETED AND SIGNED BY THE APPLICANT**  
**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).

APPLICANT (Please Print) \_\_\_\_\_

ADDRESS (Please Print) \_\_\_\_\_

SIGNED \_\_\_\_\_ SIGNED \_\_\_\_\_  
Representative Owner Lessee

