

OFFICE OF

Building Department



VILLAGE OF LARCHMONT
120 LARCHMONT AVENUE
LARCHMONT, N.Y. 10538
Tel: (914) 834-6210
Fax: (914) 833-2170

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 1st 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 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. Proof of mailing must be submitted to this office prior to the meeting (Postal Service Form 3877 or similar).

Address requiring Variance _____

- [] 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 Building Department 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, Special permit or 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 914-834-4349 if you have any questions. Thank you.

THIS APPLICATION MUST BE COMPLETE OR SUBMISSION WILL BE REJECTED.

A Zoning Chart must be either included with package or on the front sheet of the plans.

It is the architects' responsibility to have the current Zoning Code of the Village of Larchmont.

APPEAL FROM DECISION OF INSPECTOR OF BUILDINGS

Applying for a Variance

DATE: _____

CASE NO: _____

Applicant:

Plans Prepared by:

Name _____

Name _____

Address _____

Address _____

Block: _____ **Lot:** _____

Telephone: _____

Telephone: _____

Owner (if different):

Name _____

Address _____

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

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

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).

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

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.

Applicant (please print) _____

Address _____

Signed _____
(Applicant)

State of New York
County of Westchester

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