

## **REAL ESTATE FAIR**

### **IF YOU NEED A VARIANCE:**

- First you need to open a Building Permit to be denied by the Zoning Administrator.
- Once you are denied, you will need to fill out an Area Variance application.
- You will need to appear before the Zoning Board of Appeals for relief of the code. They are a 5-member board.
- The board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at 7:00pm.
- This is a two-meeting process. The first meeting will be a discussion, and the second meeting will be your public hearing.
- At the discussion meeting, you will tell the board why you are before them and what you need.
- The second meeting will be the public hearing. This is when a decision is made whether to grant or deny you the variance.
- Once the Variance is granted, the decision will go to the Building Department. They will then review to issue the building permit.

### **VARIANCE APPLICATION PROCESS:**

- The fee for a residential variance is \$375.00.
- The fee for a commercial variance is \$1,000.00.
- The applicant is responsible for the mailings of the legal notice, which has to be done by certified mail/return receipt. The ZBA secretary will provide you with the legal notices as well as the names and addresses of the abutting properties owners. A sign will be provided to be placed on your property for the duration of the variance process.
- The ZBA secretary will put the legal notice in the Southern Dutchess News.
- The applicant will be responsible for the payment of the Affidavit of Publication.