

# VILLAGE OF WAPPINGERS FALLS



**BUILDING DEPARTMENT  
OFFICE OF PLANNING AND ZONING  
OFFICE OF CODE ENFORCEMENT  
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[www.wappingersfallsny.gov](http://www.wappingersfallsny.gov)**

## **APPLICATION FOR USE VARIANCE**

### **SUBMISSION REQUIREMENTS**

1. All sections of the application form must be complete and accurate.
2. Application fee (non-refundable): cash or checks payable to "Village of Wappingers Falls"
3. The application must be filed with ten (10) copies of your appeal, together with ten (10) copies of all supporting documentation including:
  - "Letter of Denial"
  - If applicant is different from owner, provide notarized owner's consent in writing with the original signature
  - Affidavit of ownership
  - Contract of Sale or Lease, if applicable
  - EAF short form (or long form if deemed necessary).
  - Copies of financial evidence to support zoning hardship. They may include but are not limited to: cash flow analysis of property, income, bill of sale, recent appraisal of property, lease, rental agreements, tax bill, Realtor's Statement of inability to rent/sell.
  - Photographs of existing structure(s).
  - Drawings and surveys which reflect what exists and what is proposed.

### **APPLICATION DEADLINE:**

In order to be on the following month's agenda you should submit a properly completed application fourteen (14) business days before the Zoning Board of Appeals meeting date. For the complete list of deadlines, go to "ZBA MEETING DATES" on the village web site ([www.wappingersfallsny.gov](http://www.wappingersfallsny.gov)), and look under the Departments> Zoning link for meeting dates for the Zoning Board of Appeals.

ZBA meetings begin at 7:30 p.m. and are usually held on the second Tuesday of each month; however, holidays, weather could necessitate the cancellation or rescheduling of a meeting. You are encourage to call the Planning and Zoning office the day of the meeting to confirm the meeting.



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**APPLICATION FOR A USE VARIANCE**

**APPEAL NUMBER:** \_\_\_\_\_ **MEETING DATE:** \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: **(H)** \_\_\_\_\_ **(C)** \_\_\_\_\_

(E-mail) \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Numbers. : **(H)** \_\_\_\_\_ **(C)** \_\_\_\_\_

(E-mail) \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address (subject of appeal): - - - - -

Tax Parcel#: \_\_\_\_\_ Date property acquired: \_\_\_\_\_

Dimensions: Lot Area sq. ft. Width ft. Depth ft.

Setback: Front ft. Rear ft. Sides ft. and \_\_\_ ft.

Zoning District: \_\_\_\_\_

Permitted Uses in this zone: \_\_\_\_\_

Present use of property: \_\_\_\_\_ Proposed use: \_\_\_\_\_

Deed Restrictions: \_\_\_\_\_

**SECTION(S) OF ORDINANCE FROM WHICH VARIANCE IS REQUESTED:**

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

**DESCRIPTION OF APPEALS REQUESTED:**

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

**DATES AND DESCRIPTIONS OF PRIOR APPEALS, VARIANCES OR SPECIAL PERMITS FOR PROPERTY:**

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

**PLANNING BOARD REVIEW DATE(S):** \_\_\_\_\_  
**ENVIRONMENTAL REVIEW:** \_\_\_\_\_



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**APPLICATION FOR A USE VARIANCE (Continued)**

**PLEASE ANSWER THE FOLLOWING QUESTIONS:** (Use attachments if necessary)

1. What land use hardship exists on the property for which the appeal is made (consider all uses permitted by zoning when answering this question)? \_\_\_\_\_

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2. What unique circumstance(s) or condition (s) peculiar to the land or structure (s) necessitate this variances?

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3. Did the unique circumstance (s) or condition (s) exists prior to your purchase/ ownership/use of land? \_\_\_\_\_

Explain: \_\_\_\_\_

4. How will the proposed use affect surrounding properties with respect to:

- a. Noise and light disturbances? \_\_\_\_\_
- b. Traffic flow? \_\_\_\_\_
- c. Parking? \_\_\_\_\_
- d. Sanitary problems? \_\_\_\_\_
- e. Hazards? \_\_\_\_\_
- f. Compatibility to permitted uses? \_\_\_\_\_
- g. Pedestrian traffic? \_\_\_\_\_
- h. Visual aesthetics? \_\_\_\_\_
- i. Public services like schools, police, fire, water, sewer, and roads? \_\_\_\_\_

j. The health, security, moral or general welfare of residents, visitors or workers in the area? \_\_\_\_\_

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