

**Minimum Submission
Requirements for Placement on
Town of Rhinebeck
Zoning Board of Appeals Agenda**

In order for an Application to be considered substantially complete and eligible both for placement on a Zoning Board of Appeals Agenda and initial review by the Board and its consultants the below-listed materials must have without exception been received at the Town Hall by the Zoning Board of Appeals Clerk not later than 14 calendar days prior to the scheduled monthly Regular Meeting (see attached schedule), with it specifically noted it is not the role of the Town to make copies of required submission documents for any Applicant. All Plans submitted must be folded approximately 8 ½ x 11 with the title facing out. For Zoning questions please call 845-876-6296.

**For an Application for a Use Variance:
COMPLETE SETS OF 11**

- 11 copies of any cover letter or narrative that may be submitted.
- 11 copies of a completed Application for Area Variance signed and dated.
- 11 copies of either a Short EAF or Full EAF form signed and dated.
- An existing conditions map or site plan including site topography, existing development and significant natural features, such as wetlands and stream courses. (This can be from an existing survey map or obtained with help from the Clerk using Parcel Access (<http://geoaccess.co.dutchess.ny.us/parcelaccess/>))
- Plot plan, drawn to scale, showing the parcel with all existing buildings and proposed new structures.
- 11 copies of the Letter of Permit Denial or Zoning Enforcement Officer's (Ron Evangelista) Letter of Denial identifying what Variance(s) are required to meet Town Zoning Law. (Note: This letter will be made available after a complete application is received and prior to attending the first scheduled ZBA meeting)
- 11 copies of the Owner's Consent Note if the Applicant is not record owner of the property.
- 11 copies of any technical reports (archaeology, traffic, wetlands, storm water management, etc.) that may be submitted in support of the Application.
- Receipt for payment of the application fee by check to the "Town of Rhinebeck" of the required Fee's.
- At the time of the Public hearing the Postage and the Public hearing notification costs must be reimbursed to the "Town of Rhinebeck" (The ZBA secretary will provide those fee's to the applicant)