

ZONING BOARD OF APPEALS
2024 MEETING SCHEDULE - 7:00 PM

JANUARY

Application Due 01/03/2024
Meeting Date 01/24/2024
Site Inspection 01/20/2024

FEBRUARY

Application Due 02/07/2024
Meeting Date 02/28/2024
Site Inspection 02/24/2024

MARCH

Application Due 03/06/2024
Meeting Date 03/27/2024
Site Inspection 03/23/2024

APRIL

Application Due 04/03/2024
Meeting Date 04/24/2024
Site Inspection 04/20/2024

MAY

Application Due 05/01/2024
Meeting Date 05/22/2024
Site Inspection 05/18/2024

JUNE

Application Due 06/05/2024
Meeting Date 06/26/2024
Site Inspection 06/22/2024

JULY

Application Due 07/03/2024
Meeting Date 07/24/2024
Site Inspection 07/20/2024

AUGUST

Application Due 08/07/2024
Meeting Date 08/28/2024
Site Inspection 08/24/2024

SEPTEMBER

Application Due 09/04/2024
Meeting Date 09/25/2024
Site Inspection 09/21/2024

OCTOBER

Application Due 10/02/2024
Meeting Date 10/23/2024
Site Inspection 10/19/2024

NOVEMBER

Application Due 11/06/2024
Meeting Date 11/27/2024
Site Inspection 11/23/2024

DECEMBER

Application Due
Meeting Date
Site Inspection
**NO December
ZBA
Meeting**

**APPLICATION MUST BE RECEIVED BY ZONING DEPARTMENT BY NOON (12:00 PM)
ON DUE DATE. ***THE AGENDA IS LIMITED AND BASED ON “FIRST COME FIRST
SERVED” WITH COMPLETE APPLICATION PACKET*****

ZBA Meetings are generally held on the **fourth Wednesday of the Month**, except when holiday conflicts or there are other conflicts within the Village Scheduling. Site Inspections are scheduled for the **Saturday before the Public Hearing at 9 a.m. (no exceptions)**. The Complete Application Packet with Fees is due as per the above schedule so the **Legal Notice for the Public Hearing** can be published in the “*Poughkeepsie Journal*” (Pawling’s Official Paper) **10 (ten) days prior to the Public Hearing**. All dates are subject to change; please check with the department.

All Paperwork must be received by the application deadline to be on the ZBA Agenda. This includes, but is not limited to the following:

1. Completed and Signed Application by Property Owner or Letter of Authorization for Agent/Agency.
2. Type of Variance Form completed.
3. Short Environmental Assessment Form Completed and Signed by Property Owner/Agent.
4. **Seven (7) Copies of Signed & Stamped survey map to scale** showing the Precise Setbacks (both current & with proposed variance request), Road Frontage, and/or Acreage of Area, so an Accurate Variance May be Granted.
5. Applicant must mail out Notice of Variance request to neighbors within 200' of Property. (List of Names & Addresses will be supplied to you from the Zoning Department once you have submitted a complete application packet.)
 - Must be mailed out **seven (7)** days before hearing date.
 - Must contain name of Applicant, Location of the Parcel of Land, Brief Description or Identification of the Proposal.
 - Must specify **date, time, and place** of the **Public Hearing**
 - Sent out via United States Postal Service Certified or **Registered Mail Return Receipt Requested**

Prior to or at the time of the public hearing, the applicant shall provide to the Zoning Department or ZBA a copy of the required notice, a list of all the owners to whom such notice was mailed and either an affidavit that the mailing was completed as required herein or copies of all mailing receipts.