

## Worksheet to make an application to the Zoning Board of Appeals

Applicant shall submit EIGHT copies of all documents requested.

Email drawings larger than 8.5 by 11 as PDF's to: [codes@caroga.town](mailto:codes@caroga.town)

### Zoning Application:

1. Application for Building or Use Permit.
2. Denial Notice from Code Enforcement Officer, including narrative.
3. Zoning Board of Appeal Application Form.
4. Scale Drawing; in black ink, not pencil, showing:
  - a) Size of lot.
  - b) Dimensions of all current and proposed structures on the property – scale 1 – 20.
  - c) Neighbors well and septic if they are within 100 feet.
  - d) Set back of adjacent house/camp.
  - e) Specify if it is a Shoreline Property.
    1. Show shoreline setback of adjacent properties.
    2. Distance from mean high-water mark to closest point of structure.
  - f) Building Elevations (all four views)
5. Deed showing your ownership of the property.
6. A short-form or long-form SEQRA Environmental Assessment Form (EAF) with Part 1 fully completed by the applicant Note: A long-form EAF is required for all SEQRA Type I actions. However, the ZBA may require a long-form EAF for Unlisted Actions if the Board deems that the additional information contained on the long-form would be helpful and appropriate under the circumstances of the appeal.
7. A copy of the map showing your ownership of the property.
8. Clerk will compile a list of the mailing addresses of all property owners within 250 feet of property.
9. Optional – Photos of the property.
10. Zoning Board of Appeals Fee \$250.00.

- Note: The Adirondack Park Agency has 30 days, once they receive the paperwork, to review decisions of the Planning and Zoning Board. No permits will be issued until the Town of Caroga receives notification from the APA.
- Importantly: If an application is for a project that is within 500 feet from the boundary of any town, or the boundary of any existing state park, or from the right of way of any existing county or state road or highway, the application is reviewed by the Fulton County Planning Board prior to being heard at the local level.