



TOWN OF BEDFORD
ZONING BOARD OF APPEALS
INSTRUCTIONS

EILEEN M. REGAN

914 666-4585

* * * * **YOU MUST FILE A BUILDING PERMIT FIRST** * * * * *

1. **You must file the Zoning Board application before the deadline.** All forms must be completed. Please include your correct mailing address. The deadline is approximately five weeks prior to the meeting. If you are unsure about the deadline, please call to confirm the deadline date.
2. There is a \$150.00 fee for a hearing for a variance. Please make the check payable to the Town of Bedford. The fee is non-refundable.
3. You **MUST** submit six copies of your survey and six copies of your plans. The survey should include setbacks.
4. You must locate the neighbors within 500 feet of your property. Please submit a copy of the list of neighbors to the Zoning Board.
5. I will send you a public notice. You will send the public notice to the surrounding neighbors. Legally, you **MUST** send the public notice at least ten days before the meeting. The public notice can be sent regular mail; do not place the public notice in your neighbor's mailbox.
6. I will send a copy of the public notice to The Record Review. The Record Review will bill you.
7. Submit the affidavit of service to me prior to the meeting. It must be notarized. It may be notarized by the Town Clerk or any other notary public. The affidavit must include a list of the surrounding neighbors, a copy of the public notice and the notarized affidavit. If I do not receive the affidavit before the meeting, you cannot be heard by the Zoning Board of Appeals.
8. **THE ZONING BOARD MEMBERS WILL VISIT THE PROPERTY.** They will individually assess the need for the variance.
9. Attend the meeting which is held on the first Wednesday of each month at 7:30 P.M. in the Conference Room at 425 Cherry Street, Bedford Hills. If you have any correspondence and/or plans that you would like to submit to the Zoning Board members at the meeting, please have a total of six copies.
10. Be prepared to tell the Zoning Board members why you need a variance.
11. If approved, you must contact the Building Department. It will take approximately two to three weeks before issuance of a building permit.

ZONING BOARD OF APPEALS
TOWN OF BEDFORD
WESTCHESTER COUNTY, NEW YORK
APPLICATION FOR A VARIANCE

Submit To: Zoning Board of Appeals, Bedford Town House, Bedford, Hills, New York 10507

a) Name of Owner: _____

Address: _____

Telephone: _____

b) Name of applicant, if other than owner: _____

Address: _____

Telephone: _____

c) Name of Professional (New York licensed architect, engineer, land surveyor, landscape architect)

Preparing Plan: _____

Address: _____

Telephone: _____

d) Identification of Property:

Street address _____

Bedford Tax Map Designation: Section: _____ Block: _____ Lot(s): _____

Total Land Area: _____

Zoning District(s): _____

Property abuts a State or County highway, parkway, thruway or park:

Yes: _____ No: _____

Property is on the _____ side of _____
with the unincorporated area of the Town of Bedford

e) Request:

The applicant requests that the Board approve the issuance of a Variance under the following section of the Code of the Town of Bedford:

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To Permit:

f) Public Notice:

Notice of the public hearing shall be published at least 10 days prior to the hearing in the Town newspaper and shall be mailed by the applicant at least 10 days prior to the hearing to all owners of property within 500 feet of the perimeter of the subject lot. The expense of publishing and mailing any notice shall be paid by the applicant, who shall file an affidavit of mailing with the Board Secretary prior to the hearing.

g) Fees: (make checks payable to the Town of Bedford)

Variance Application: \$ _____
As required by Fee Schedule,
Town of Bedford Code

Signature of Owner

Date

Signature of Applicant, if Other Than Owner