

**FOR OFFICE USE ONLY**

Tax Map No \_\_\_\_\_  
Date Received by ZEO \_\_\_\_\_  
Fee Received (Ck #) \_\_\_\_\_  
Date Referred to County Planning Board \_\_\_\_\_

Zoning District \_\_\_\_\_  
Date of Action \_\_\_\_\_  
Date of Hearing \_\_\_\_\_  
County Board Action \_\_\_\_\_

**TOWN OF JEWETT**  
**ZONING BOARD OF APPEALS**                      **APPLICATION FOR INTERPRETATION**

TO THE ZONING BOARD OF APPEALS OF THE TOWN OF JEWETT, NEW YORK:                      FEE \$35.00

**A. STATEMENT OF OWNERSHIP AND INTEREST**

The applicant(s) \_\_\_\_\_  
is/are the owner(s) of property located at \_\_\_\_\_  
The applicant's mailing address is \_\_\_\_\_  
Phone: Day (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Evening (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Tax Map No \_\_\_\_\_; Zoning District \_\_\_\_\_; Lot Size \_\_\_\_\_

**B. REQUEST**

I/We hereby appeal to the Zoning Board of Appeals for interpretation of Article\_\_\_\_, Section \_\_\_\_, Paragraph \_\_\_\_ of the Zoning Law of the Town of Jewett, regarding the above noted property:

**C. REASONING: [Explain request, attach additional sheet if necessary. Provide proof of claim] \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. PLOT PLAN** A detailed plot plan, drawn to scale and accurately dimensioned, showing the location of all existing and proposed buildings and structures on the lot and any other features that are relevant

**E. SITE VISIT** During review of application, members may need to visit site. If you object check \_\_\_\_\_

**F. DECLARATION** I/We declare that the statements contained herein are true and that I/We have not knowingly or willfully given a false statement, or given false information, or omitted information in connection with this application.

\_\_\_\_\_  
SIGNATURE OF OWNER(S)

\_\_\_\_\_  
DATE

**APPLICANT MUST APPEAR BEFORE ZONING BOARD OF APPEALS (ZBA)**

## **APPLICATION REQUIREMENTS**

1. With Application for Interpretation, include the following:
  - a. \$35.00 application fee (check made payable to Town of Jewett)
  - b. Statement of explanation per Section C
  - c. Proof of claim per Section C
  - d. A detailed plot plan per Section D
    - i. include parking areas, traffic access and circular drives, open spaces, landscaping, topography, and special property features
    - ii. include area map indicating adjoining properties [tax map copy sufficient]
2. File completed application with ZEO or ZBA Secretary ***at least*** ten (10) days prior to ZBA's regularly scheduled meeting date (first Wednesday of each month) with
  - a. SEQR Form, as determined by ZEO
  - b. Agricultural Data Statement, if required

**ATTEND ZBA MEETING** to review application and answer any questions

## **PUBLIC HEARING REQUIREMENTS**

1. When the Public Hearing (PH) date has been set, then:
2. Notify **all adjacent property** owners by **Certified Mail** at least ten (10) days prior to PH hearing; include the specific reason, time, date and place of hearing [refer to draft form of letter]
  - a. also, if necessary, notify other state or local agencies and provide documentation
3. Post **PH Notice** sign, provided by the Board, at least ten (10) days prior to such hearing, locate on road frontage of property
4. Submit **copies** of notices and **USPO certified receipts** to the Board at or prior to the PH, showing property owners and agencies who have been notified
5. On or before the date of the PH, certify in writing to the Board that sign was posted [refer to certification form]

**REFER TO TOWN OF JEWETT ZONING LAW FOR SPECIFIC REQUIREMENTS.**