

INFORMAL CHECKLIST FOR APPLICANTS TO ZONING BOARD OF APPEALS

HAVE YOU COMPLETED THE FOLLOWING?

Submitted your completed application, plus one notarized copy to the ZBA secretary?

Submitted your check for \$250.00 made out to the Town of North Castle?

Submitted seven (7) copies of your current survey or site plan showing set-backs and all buildings?

Have you picked up your legal notice from the ZBA secretary?

Have you picked up your ZBA property identification card?

Have you delivered or mailed the legal notice to the Journal News?

Have you mailed the legal notices to the surrounding property owners, residential, State, County, or City of NY building or institution?

Have you made a list of property owners within 250 feet as required with information from the Tax Assessor's or Tax Receiver's office?

Have you given the list of property owners to the ZBA secretary?

Have you returned the postal receipts showing proof of mailing to the ZBA secretary?

Have you returned the green cards showing receipt of legal notice to the ZBA secretary?

Have you read this package and understand the type of variance you need?

Have you completed the forms, completed the lists, supplied surveys and site plans (7 copies), completed the mailings and completed public notices?