

**VILLAGE OF MONTEBELLO
INSTRUCTIONS FOR FILING APPLICATIONS
TO THE PLANNING BOARD &
ZONING BOARD OF APPEALS**

1. ALL APPLICATIONS ARE TO BE COLLATED AND IN THE SAME ORDER AS RECEIVED.
2. ALL APPLICATIONS MUST INCLUDE ONE (1) ORIGINAL IN EACH PACKET.
3. EACH COLLATED SET OF MAPS ARE TO BE PROPERLY FOLDED AND ATTACHED TO BACK OF EACH COMPLETED APPLICATION.

NOTE: IF APPLICATIONS ARE NOT SUBMITTED PROPERLY, THEY MAY BE DEEMED INCOMPLETE AND REFUSED TO BE ACCEPTED BY THE CLERK TO THE BOARD YOU ARE APPLYING TO.

PLEASE DO NOT ASK THAT THE DEADLINE DAY BE EXTENDED. IF POSSIBLE SUBMIT YOUR APPLICATIONS BEFORE THE DEADLINE DAY.

THANK YOU

VILLAGE OF MONTEBELLO
ONE MONTEBELLO ROAD
MONTEBELLO, NY 10901
(845) 368-2211

ZONING BOARD OF APPEALS

APPLICATION CHECKLIST

Furnish the following to the Board:

1. In addition to the original application, please submit (10) ten copies of the application using (1) copy of each of the forms in this application plus one (1) narrative and one (1) plot plan.
2. Make ten (10) additional copies of the narrative and plot plan and assemble into ten (10) packets consisting of one (1) narrative and one (1) plot plan.
3. Filing fee (**certified check, bank check or money order** payable to the Village of Montebello) pursuant to the Standard Schedule of Fees and Charges.
4. You will be provided with posters giving notice of the hearing, which shall be posted in a conspicuous place visible from every street along the frontage of the plot affected by said application. These posters may not be affixed to utility poles. The applicant shall, at the time of the hearing, show compliance with this requirement.
5. Any details that will help the Board judge your case - statements of neighboring property owners, building plans, map of area, etc.
6. You will also be given necessary forms for affidavit of mailing for notification of property owners abutting the applicants property or across the street from applicants property, which must be submitted prior to meeting.

Appellant:..... Address.....

Owner Address.....

Lessee..... Address.....

Appellant's Phone No.

To the Zoning Board of Appeals:

Appeal is hereby taken and application is made for:

___ Variance from the requirement of Article,Section Use Group, Col.....;

___ Special Permit per the requirements of Section

___ Review of an administrative decision of the Building Inspector;

___ An order to issue a Certificate of Occupancy;

___ An order to issue a Building Permit;

___ An interpretation of the Zoning Ordinance or Map;

___ Certification of an existing non-conforming structure or use;

___ Other (explain);

To permit construction, maintenance and use of

.....
.....
.....

Zone:

Premises affected are situated on the side of, and..... feet

..... from the intersection of and from the Ramapo Tax Map the property is known
(direction)
as Section Block Lot.....The street address is

Has this property been before the Board of Appeals before? If so, give name of applicant, case number and date
.....

Is this property within 500 feet of a State or County Park, State or County Road, Parkway, Village, Town or County
Boundary, or County owned land? If so, specify which of the above:

AFFIDAVIT OF APPELLANT

State of New York,)
County of Rockland) SS:
Town of Ramapo)
Village of Montebello)

I hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Appellant

Sworn to before me this
..... day of,.....

Mail Address

.....
Notary Public
County of Rockland

AFFIDAVIT OF OWNERSHIP

State of New York)
County of Rockland) SS:
Town of Ramapo)
Village of Montebello)

..... being duly sworn, deposes and says that he resides at
..... in, in the County of, in
the State of that he is the owner in fee of all that certain lot piece or parcel of
land situated, lying and being in the Town of Ramapo, Village of Montebello, aforesaid and designed
as Section No. Block..... Lot No. of the Ramapo
Tax Map and that he hereby authorizes in his behalf and that the statements of fact contained in said
application are true.

Sworn to before me this

..... day of,

Owner

.....

Mail Address

Notary Public
County of Rockland

NOTICE TO BUILDING INSPECTOR OF APPEAL TO BOARD OF APPEALS

In the matter of the petition of

Name

Address

Property Section No.Block Lot No.

BUILDING INSPECTOR
VILLAGE OF MONTEBELLO
COUNTY OF ROCKLAND, N.Y.
VILLAGE OF MONTEBELLO

Dear Sir:

Attention of Mr., Building Inspector:

This is to give notice that (has, have) appealed to the Zoning Board of Appeals of the Village of Montebello, County of Rockland New York, from your decision order dated,, (approving, disapproving) application for alteration, erection, maintenance of use of a

.....
.....
.....

the grounds on which appeal is based are as follows:

.....
.....
.....

Yours truly,

Dated

Note: To be made out in duplicate, original to be served on Building Inspector, duplicate filed with appeal.

AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

Village of Montebello
One Montebello Road
Montebello, New York 10901
(845) 368-2211

STATE OF NEW YORK)
COUNTY OF ROCKLAND)
TOWN OF RAMAPO) SS:
VILLAGE OF MONTEBELLO)

I, _____, being duly sworn, hereby deposes and say that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and Post Office Address _____

certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application for the relief below set forth:

2. To the _____ of the
 (Board, Commission or Agency)
Village of Montebello, New York:

Application, petition or request is hereby submitted for:

- () Variance or modification from the requirement of Article _____ Section _____ Use Group _____ Col. _____
- () Special Permit per the requirements of Article _____ Section _____ Use Group _____, Col. _____.
- () Review and approval of proposed subdivision plat;
- () Exemption from a plat or official map;
- () An order to issue a Certificate, Permit or License;
- () An amendment to the Zoning Ordinance or Map or change thereof;
- () Other (explain) _____

To permit the construction, maintenance and use of _____

3. Premises affected are in a ____ (zone) and from the Ramapo Tax Map the property is known as Article ____ Section ____ Block ____ Lot ____.

4. There is no state officer, Rockland County Officer or employee of town of Ramapo officer or employee or Village of Montebello officer or employee nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such Village officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for services rendered, which is dependent or contingent upon the favorable approval of this application petition or request.

5. That to the extent that the same is known to your applicant, and to the owner of the subject premises there is disclosed herewith the interest of the following officer or employee of the State of New York or the County of Rockland or the Town of Ramapo or the Village of Montebello in the petition, request or application or in the property or subject matter to which it relates: (if none, so state)

- a. Name and address of officer or employee _____

- b. Nature of interest _____
- c. If stockholder, number of shares _____
- d. If officer or partner, nature of office and name of partnership _____

- e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such State, County Town of Ramapo or Village of Montebello officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation in the ownership or any person, partnership association having an interest in such ownership or in any business entity sharing in such ownership.

- f. IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers and stockholders of each corporation owning more than five (5%) percent of any class of stock, must be attached, if any of these are officers or employees of the State of New York, or of the County of Rockland, or of the Town of Ramapo, or of the Village of Montebello.

I, _____ do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

Mailing Address:

Sworn to before me this

___ day of _____, _____

NOTARY PUBLIC

TO: ADMINISTRATIVE ASSISTANT TO BOARDS AND COMMISSIONS

RE: Application of _____

To the _____ Planning Board _____ Town Board
_____ Zoning Board of Appeals _____ DEACOM
_____
(other)

I wish that all correspondence, meeting notices, decisions, etc. from your office relative to the above application be sent to:
(only one person to be listed)

Applicant's signature

Date: _____

Note to Applicant: It will be the responsibility of the one person designated on this form to notify all other interested parties (for example, attorney, architect, engineer, surveyor, applicant etc.)

PROJECT I.D. NUMBER

617.21
Appendix C
 State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
 For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project sponsor)

1. APPLICANT /SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor Name: _____ Date: _____	
Signature: _____	

<p>If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment</p>
