

HOME OCCUPATION APPLICATION  
TOWN OF DUANESBURG  
ZONING BOARD OF APPEALS

Revised 2/21/14

SBL#: \_\_\_\_\_ Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone#: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Property Owner's Signature (if different): \_\_\_\_\_

(Signature of owner indicates they have reviewed the proposal and give their permission)

Proposal: (Brief description of request)

\_\_\_\_\_

Under section \_\_\_\_\_ of the Zoning Ordinance of the Town of Duaneburg.

A copy of this notarized application and the accompanying information must be submitted to the Planning and Zoning Dept. for approval before being placed on the ZBA agenda. Twelve (15) copies of the approved application are required 10 days prior to the next ZBA meeting which is held at 7:30PM on the third Tuesday of each month at the Town Hall.

I certify that all the information submitted is true and accurate to the best of my knowledge.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

State of New York, county of Schenectady sworn this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ Notary Public

REQUIRED INFORMATION:

- Copy of the property deed
- Location map showing the location of the property including:

- A) Name of applicant and SBL#
- B) North arrow
- C) Street and if applicable the lake shore
- D) Adjoining property owners
- E) Adjoining property with location of wells and septic systems within 100ft of the adjoining property boundaries

- B) North arrow
- C) Location of any structures currently on the property with dimensions of the structures and distances to the property boundaries
- D) Location of proposed structure, dimensions and intended use
- E) Distances from the proposed structure to the property boundaries
- F) Location of well and septic system/ sewer lateral
- G) Any easements or right of ways
- H) Any other geographic or environmental characteristics of the property which may have a bearing on the Board's decision

- Property map to scale including:

- A) Name of applicant and SBL#

\*\*\*\*\* (For Office use only) \*\*\*\*\*

FEES ARE NON-REFUNDABLE!! Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Fee \_\_\_\_\_ Date \_\_\_\_\_ Check# \_\_\_\_\_ Rec'd By \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Approved:  YES  NO Approval Date: \_\_\_\_\_

Conditions of approval: A permit must be obtained within 6 months of approval of this application and all other aspects of the Zoning Ordinance must be followed or the approval becomes null and void. Other Conditions include: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

(ZBA Chairperson)

1. AFTER REVIEW, HOME OCCUPATION PERMIT IS ISSUED BY THE TOWN OF DUANESBURG, UNIFORM CODE ENFORCEMENT OFFICER. PERMIT MUST BE PROMINENTLY DISPLAYED ON LOCATION.
2. A SIGN PERMIT MAY BE REQUIRED UPON APPROVAL OF THIS APPLICATION.