



ZONING BOARD OF APPEALS

APPLICATION FILING INSTRUCTIONS VARIANCE AND/OR A SPECIAL PERMIT

Visit the Zoning Board of Appeals at: <https://bedfordny.gov/zoning-board-appeals/> for meeting and submission deadline dates.

1. File a complete application by the submission deadline date. A variance application requires a building permit be filed along with the variance application. Special permit applications and specific variance applications may require review by other town boards. These reviews will be coordinated through this office.
2. If you are filing the application on the owner(s) behalf, please have the owner sign the application or obtain a letter of authorization permitting you to act as their representative.
3. Submit 6 (six) copies of survey, site plan (w/zoning table), building elevations and floor plans. The site plan and survey must indicate the **exact** setback dimension of the variance requested. **Email the complete application and plans to Zoning@bedfordny.gov.**
4. An application is not complete unless it includes a zoning table prepared by a design professional. The table must include existing and proposed site conditions as follows: lot area, setbacks, building and impervious surface coverage calculations.
5. The non-fundable application fee must be submitted with the application. Checks (payable to "Town of Bedford"). Credit cards (+transaction fee) are accepted--no Discover.

Residential Variance: \$400 Commercial Variance: \$600 Special Permit: \$400

6. All applications require public noticing (our office will submit the notice to the Record Review for publication) as well as mailing to property owners within 500' of the perimeter of the subject parcel. The public notice and addresses to mail the notice to will be provided to you. The public notice may be sent by regular mail (certified mail is not required) at least 10 days prior to the scheduled date of the public hearing. Public notices must not be placed in mailboxes.
7. An Affidavit of Mailing, which must be completed and notarized subsequent to the mailing and returned to this office prior to the public hearing date. A copy of the list of property owners, addresses and section, block and lot numbers **MUST** be attached to the Affidavit of Mailing. If you fail to mail the notice as described above, the public hearing will be cancelled.
8. Zoning Board members will individually visit the property prior to the scheduled public hearing.
9. Applicants and/or their representatives **must attend** the scheduled public hearing and must present the proposal to the Board and explain the need for the variance.
10. If approved, the applicant must coordinate with the Secretary to initiate the building permit process.