



## 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.



**TOWN OF BEDFORD  
ZONING BOARD OF APPEALS**

425 Cherry Street, Bedford Hills, NY 10507  
Kim Kowalski, Secretary ~ [zoning@bedfordny.gov](mailto:zoning@bedfordny.gov) ~ 914-666-4585

**APPLICATION FOR A VARIANCE**

**1. Name of Owner:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Name of Applicant** (if other than Owner): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Name of Professional** (New York State Licensed Architect, Engineer, Land Surveyor, Landscape Architect):

\_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Identification Property:**

Street Address: \_\_\_\_\_

Tax ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Total Land Area: \_\_\_\_\_

Is the property located in a designated Historic District: Yes \_\_\_\_\_ No \_\_\_\_\_

Age of the Building: \_\_\_\_\_

% of Building Coverage: \_\_\_\_\_ % of Impervious Surface \_\_\_\_\_

Property Abuts a State or County highway, parkway, thruway or park: Yes \_\_\_\_\_ No \_\_\_\_\_

Property is within 500 feet of the boundary of the Town of Bedford: Yes: \_\_\_ No: \_\_\_\_\_

Property is on the \_\_\_\_\_ side of \_\_\_\_\_ within the unincorporated area of the Town of Bedford.

**ZONING BOARD OF APPEALS**  
**APPLICATION FOR A VARIANCE**

**5. Request:**

The applicant requests that the Board approve the issuance of a Variance under the following section of the Code of the Town Bedford:

Article: \_\_\_\_\_ Section: \_\_\_\_\_

**To Permit:**

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**6. Plans required:**

Include six copies of existing survey, site plan with the complete zoning table and coverage calculations (see attached calculation spreadsheet) and NYS Registered Design Professional stamp, building elevations and floor plans.

**7. Public Notice:**

Notice of the public hearing shall be published at least 10 days prior to the hearing in the Town newspaper and shall be mailed by the applicant at least 10 days prior to the hearing to all owners of property within 500 feet of the perimeter of the subject lot. The expense of publishing and mailing any notice shall be paid by the applicant, who shall file an affidavit of mailing with the Board Secretary prior to the hearing.

**8. Fees:** As required by Fee Schedule Town of Bedford Code  
(checks payable to the Town of Bedford)

**Variance:**

Residential:           \$400.00

Commercial:         \$600.00

*Please note:* A representative must attend the hearing to present this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Town of Bedford**  
**Zoning Board of Appeals**  
**Building/Impervious Surface Calculations**

Property Address: \_\_\_\_\_

<b>Lot Area Square Footage:</b>		
<b>Lot Size - Acreage:</b>		
<b>Building Coverage Calculations</b> Add up all square footages (footprint) of all structures (ex. buildings, pergolas, arbors, generators, condensers, etc.) :		
List Structures	Existing Building Coverage Square Feet	Proposed Building Coverage Square Feet
<b>Totals:</b>		
<b>Total % of Existing and Proposed Building Coverage:</b>		

<b>Impervious Surface Calculations</b> Surfaces, improvements and structures that cannot effectively infiltrate rainfall, snowmelt and water (e.g. pavement, sidewalks, paved driveways, etc.). List each surface existing and proposed on the property.		
List Hardscape Items	Existing Impervious Coverage Square Feet	Proposed Impervious Coverage Square Feet
Enter total Building Coverage sq ft from above:		
<b>Totals:</b>		
<b>Total % of Existing and Proposed Impervious Surface Coverage:</b>		