

REQUIREMENTS AND INSTRUCTIONS

ZONING BOARD OF APPEALS APPLICATION

These requirements shall be strictly enforced. Failure to comply will result in a denial or delay in the hearing of your appeal. Read all the requirements carefully and if you have any questions contact the Building and Planning Department

- Application is due according to the schedule attached.
The form must be: Complete
 Legible (printed or typed)
 Signed by the property owner
(Application must be signed by the property owner. If the applicant is not the property owner, a written statement signed by the owner and notarized permitting the applicant to act on the owner's behalf)

Information to be submitted with the application form:

- A current Survey Map (within 2 (two) years) showing all setbacks of the existing and proposed structures for all area, and use variances.
All surveys shall bear the signature and stamp of a surveyor licensed to do business in the State of New York.
Any alterations made to a survey map must be done by a NYS licensed Surveyor.
We will not accept surveys that have been drawn on by an applicant.
Survey map must show :
 - lot size(acreage and Sf); all property lines, road frontage measurements, tax map number, street address of property.
 - location and total square footage of each of all building and the distance existing and proposed structures from their edge to the property lines.
 - building setbacks according to zoning district(building envelope) and the zoning district bulk requirement table.
- Site photographs of the proposed project
- A narrative that explains what is being proposed, why the approval should be considered, hardships involved and why this change will not be detrimental to the neighborhood and the Town.
- Proof of ownership of the property(Need to submit a copy of the DEED)
- Neighbor Notification: A list of names and addresses (obtainable in the Assessor's office) of all abutting property owners including those across the street/road. (The Building and Planning Department is not responsible for the accuracy of this list. Any errors can delay the hearing of the appeal). The Building Department is responsible for notifying the abutting neighbors to this appeal as to the nature of the appeal and the date of the hearing.
- Letter of authorization from the property owner to the representative granting them permission to act on the property owner's behalf. The property owner must sign the application
- Complete a Short Environmental Assessment Form.
- Submit an original plus copies of all materials. Total of fourteen copies(14) and one electronic copy in PDF format
- Fees: The application fee for an area variance(s) \$500.00; and any necessary engineering or legal fees incurred.
- The application fee for a use variance is \$500.00 plus an escrow deposit for legal costs to be determined by the Town Land Use Attorney.
- The application for an interpretation is \$350.00
All additional amounts owed for engineering or legal shall be paid by the applicant to the Town of Malta within thirty days of the applicant being billed by the Town Building and Planning Department.

*****Please Note*****

The ZBA or Building Department requires surveys for other types of requests, such as setback variances for signs, flood plain variances, and 280A variances and some interpretations.

If a property sale is contingent upon the granting of the requested action, a copy of sales document should be presented at the meeting.

Additional information related to archaeological sensitivity, floodplains, historic sites and wetlands may be needed, see attachment.

2020 Zoning Board of Appeals Meetings	
Cut-off Date for Submissions	Zoning Board Meeting Date
<i>November 22, 2019</i>	<i>January 7, 2020</i>
<i>December, 27, 2019</i>	February 4, 2020
<i>January 24, 2020</i>	March 3, 2020
<i>February 21, 2020</i>	<i>April 7, 2020</i>
<i>March 20, 2020</i>	May 5, 2020
<i>April 24, 2020</i>	<i>June 2, 2020</i>
<i>May 22, 2020</i>	July 7, 2020
<i>June 26 2020</i>	<i>August 4, 2020</i>
<i>July 24, 2020</i>	September 1, 2020
<i>August 21, 2020</i>	<i>October 6, 2020</i>
<i>September 25, 2020</i>	November 4, 2020 Wednesday due to Election Day
<i>October 23, 2020</i>	<i>December 1, 2020</i>
<i>November 13, 2020</i>	January 5, 2021
<i>December 18, 2020</i>	<i>February 2, 2021</i>

NOTE:

**Dates may change due to holidays or other conflicts.
Check with the Building/Planning Department**



TOWN OF MALTA

Zoning Board of Appeals Application

Tax Map No. _____

Appeal No. _____

1 APPLICANT:

Name _____

Address _____

Telephone _____ email: _____

2. PROPERTY OWNER:

Name _____

Address _____

Telephone _____ email: _____

3. LOCATION:

Number & Street name _____

4. ACTION DENIED:

Building permit ___ Use ___ Sign Permit ___ Renewal ___ Other _____
Project/site plan ___ Subdivision ___

5. DENIAL MADE PURSUANT TO CHAPTER & SECTION _____

6. TYPE OF ACTION REQUESTED:

Use variance ___ Area Variance ___ Sign Variance ___ Permit Renewal ___
Interpretation ___ Flood Variance ___ Form Based Code ___ Other _____

7. ZONING DISTRICT:

R1 ___ R3 ___ R4 ___ R5 ___ R6 ___ R8 ___
C2 ___ C3 ___ C4 ___ C5 ___ C6 ___ C7 ___ C8 ___
DN-4 ___ DC-4 ___ DX-3 ___ GC-3 ___ RA-3 ___ DA-2 ___ DP-2 ___ RA-2 ___ RD-2 ___ OS ___

8. LOT INFORMATION:

Acres: ___ SQ.FT. _____ Frontage _____ Wetlands ___ Flood Plain ___
Within 500ft of State/County Highway _____

9. SIGNATURE OF PROPERTY OWNER: _____

Print name: _____

DATE: _____

STAFF USE ONLY:

10. Date of Board Meeting _____ Action Taken _____
Fees Paid _____

Archaeological Sensitivity - Much of the Town of Malta is considered to be archaeologically sensitive. Disturbance of undeveloped land may require review by the State Historic Preservation Office (SHPO).

Floodplains - Presence of floodplains can be determined using FEMA floodplain maps and the County GIS mapping tool. NYS Building Code has specific requirements for building in a floodplain, please check with Town Code Enforcement to ensure you are designing for the right criteria.

Historic structures - Changes to structures and features listed as historic on State or Federal registers require State Historic Preservation Office (SHPO) review. Those listed as local landmarks require Malta Historic Preservation Review Commission (HPRC) review. Those listed as local landmarks as well as on State or Federal registers require separate approvals by SHPO and HPRC.

Wetlands - Wetlands may be regulated by NYS Department of Conservation (DEC) or Army Corps of Engineers or both. If wetlands are present or within 100 feet of proposed soil disturbing activities, tree cutting or herbicide use, verification by the regulating agency must be obtained. A written determination is required as to which regulations apply and whether permits for the disturbance are required. Permits must be obtained prior to commencing work. To determine if wetlands are present, you may use the County GIS on-line tool. Wetland verification may require a site visit by trained wetland delineators.

SHPO: 518-237-8643 and at: www.nysparks.com/shpo/contact

FEMA Map Service Center: <https://msc.fema.gov/portal>

County GIS mapping tool: <http://www.maphost.com/saratoga/>

***** An application for a variance on lands with any of the above issues may require correspondence from the appropriate agency as part of the ZBA application. Mapped locations of these features on the survey may be required at the discretion of Town Staff and the ZBA.**



Town of Malta

Building/Planning/Zoning Department
2540 Route 9
Malta, NY 12020

(518) 899-2685
Fax (518) 899-4719

Criteria for Issuing Use Variance and Area Variances

The following has been prepared to assist property owners seeking a variance from the Malta Zoning Ordinance.

Article 16 of the Town Law states that the Zoning Board of Appeals may grant a variance where an applicant can show that “unnecessary hardships” or “practical difficulties” result from carrying out the strict letter of the zoning ordinance. Over the years, the courts have divided variances into two discrete parts – use variances and area variances. The “unnecessary hardships” test applies to use variances and the “practical difficulty” test applies to area variances. The test criteria for each type of variance are specifically listed in Town Law as discussed below.

Use Variance (Article 16, Section 267-b.2)

No use variance maybe granted by the Zoning Board of Appeals (ZBA) without a showing by the applicant that the zoning regulations have caused unnecessary hardship. In order to prove such unnecessary hardship the applicant must demonstrate for each and every permitted use under the zoning regulations for the particular district where the property is located that;

- 1) The applicant cannot realize a reasonable return. The lack of return must be substantial as demonstrated by competent financial evidence;
- 2) The alleged hardship relating to the property in question is unique and does not apply to substantial portion of the district or neighborhood;
- 3) The requested used variance will not alter the essential character of the neighborhood, and
- 4) The alleged hardship has not been self-created.

Area Variance (Article 16, Section 267-b.3)

For an area variance, the applicant must demonstrate that:

- 1) No undesirable change in the character of the neighborhood or detriment to nearby properties will result;
- 2) Benefit sought by the applicant cannot be achieved by a feasible alternate method;
- 3) The requested area variance is not substantial;
- 4) The proposed variance will not have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and
- 5) The alleged difficulty was not self-created.

These five (5) factors shall be relevant to the decision of the ZBA, but shall not necessarily preclude the granting of the variance.