



## Village of Ossining Department of Planning

John Paul Rodrigues Ossining Operations Center  
101 Route 9A, PO Box 1166  
Ossining, NY 10562  
(914) 762-6232  
[www.villageofossining.org](http://www.villageofossining.org)

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### Zoning Board of Appeals Application for an Interpretation

#### Fees

Payable by cash, check, or credit card (with 3% service charge)

Interpretation	\$400
Area Variance (1 or 2 dwelling units)	\$350
Area Variance (3 or more dwelling units, and/or commercial)	\$550
Use Variance	\$600
Other ZBA Actions	\$300

- Applications **SHALL** be complete and submitted to the Department of Planning by **12:00 pm** on the deadline date (see attached schedule) **NO EXCEPTIONS**. If the application is deemed incomplete by the Department of Planning you will be contacted. You will have one week in which to complete the application or the application will be held from the agenda until complete.
- Applicant must be the Owner, Tenant, or Contract Vendee. All applications must be signed by the Owner or legal representative of the Owner.
- The applicant or a representative must be present at the hearing in order for the application to be considered.
- If a variance is granted by the Zoning Board of Appeals (“ZBA”), no construction shall commence until all required approvals are granted and permits obtained through the Building Department. You can contact the Building Department to determine what additional permits are required at 914-941-3199.

**As per Section 270-49 (J) of the Village of Ossining Zoning Code, unless construction is commenced and diligently pursued within six months of the date of the granting of a variance, such variance shall become null and void, unless renewed upon application to the ZBA.**

- The Applicant or representative will be notified if additional copies of the complete application are required for review by other agencies.

**The Zoning Board of Appeals (“ZBA”) may only exercise those powers given to it by state and local laws and its jurisdiction is limited to:**

- A. Determining applications for area and use variances; and
- B. Interpreting the meaning of any portion of the Village’s Zoning Code or conditions and requirements specified in the Zoning Code.
- C. Hearing appeals from denials of Certificate of Appropriateness or hardship application to the Historic Preservation Commission.

**The ZBA is not authorized to make declaratory rulings. To render an interpretation of the Zoning Code, Section 27-48 states that the Application must meet several requirements:**

- A. Must be appealing an order, requirement, decision, or determination made by a Village administrative official or on request by any official, board, or agency of the Village; and
- B. Must be requesting the ZBA to decide only the following;
  - 1. The meaning of any portion of the text of the Zoning Code or any condition or requirement specified under the provisions of the Zoning Code; or
  - 2. The exact location of any district boundary shown on the Zoning Map

**For additional information regarding interpretation, area variances and use variances please refer to Section 270-48 of the Village of Ossining Zoning Code (available online at [villageofossining.org](http://villageofossining.org)).**

**NOTE: A variance is a permanent change that stays with the property no matter who owns it. Therefore, a variance cannot be granted solely to satisfy the needs of the present owner.**

**Interpretation or Other Appeal Application**

**The ZBA is not authorized to make declaratory rulings. To render an interpretation of the Zoning Code, Section 27-48 states that the Application must meet several requirements:**

- A. Must be appealing an order, requirement, decision, or determination made by a Village administrative official, board, or agency; and
- B. Must be requesting the ZBA to decide only the following;
  - 1. The meaning of any portion of the text of the Zoning Code or any condition or requirement specified under the provisions of the Zoning Code; or
  - 2. The exact location of any district boundary shown of the Zoning Map.

**Name of Applicant:** \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Attended a pre-application meeting.

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

**A. Text Interpretation:**

1. Section of Code:

\_\_\_\_\_

2. Provide description of interpretation requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Map Interpretation:**

1. Location of Property: \_\_\_\_\_
2. Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District \_\_\_\_\_
3. **Property Type:** Residential Commercial Industrial Mixed use Downtown  
Row Building Other\_\_\_\_\_

Submit **ONE (1) COPY** of the following item:

- Application and all documents submitted as PDFs at [www.citysquared.com/](http://www.citysquared.com/)

**\*By signing below you deem this application complete according to the directives set forth by the Village of Ossining Planning Department and the Village of Ossining Zoning Code. I/we acknowledge that all information presented herein is true to the best of my/our knowledge.**

**Signature of Applicant:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Owner, if not the applicant:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**\*By submitting this application you are granting permission to the Zoning Board of Appeals members and Planning Department staff to visit and inspect the property. Members of the Zoning Board may inspect the property on the Saturday morning before the meeting, usually between 10:00 am and noon. If possible the applicant should be available to explain the request. Please sign below to indicate your understanding of this policy.**

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_