

**Zoning Board of Appeals  
Application Form**

Property Owner: \_\_\_\_\_  
Owner's mailing address: \_\_\_\_\_  
Owner's telephone/fax/email: \_\_\_\_\_  
Business name, if applicable: \_\_\_\_\_  
Location of property: \_\_\_\_\_ Zone \_\_\_\_\_ Property Size \_\_\_\_\_  
Tax Map Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
If multiple lots, enter separately  
Tax Map Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Tax Map Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Name of agent/professional consultant: \_\_\_\_\_  
Address of agent/professional consultant: \_\_\_\_\_  
Telephone/fax/email of consultant: \_\_\_\_\_

Complete description for as many application areas listed below deemed appropriate:

1. AREA VARIANCES to allow: \_\_\_\_\_  
Appealing decision of Building Inspector/Code Enforcement Officer \_\_\_\_\_ Yes \_\_\_\_\_ No  
Or, check one of the following:  
a. \_\_\_\_\_ referral from T/Lloyd Planning Board in relation to Site Plan review, without requirement for appeal from decision of building inspector pursuant to NYS Town Law Section 274-a(2a)  
b. \_\_\_\_\_ referral from T/Lloyd Planning Board in relation to Subdivision review, without requirement for appeal from decision of building inspector pursuant to NYS Town Law Section 277(6).

Setback relief:

Right sideyard:	Required # feet: _____	Actual #feet: _____	Relief granted # feet: _____
Left sideyard:	Required # feet: _____	Actual #feet: _____	Relief granted # feet: _____
Front yard:	Required # feet: _____	Actual #feet: _____	Relief granted # feet: _____
Rear yard:	Required # feet: _____	Actual #feet: _____	Relief granted # feet: _____
Lot size:	Required # feet: _____	Actual #feet: _____	Relief granted # feet: _____
Other:	_____		

As a quasi-judicial board, the ZBA will balance benefit to the applicant with any potential detriment to the health, safety and welfare of the community, and will also consider the following points of law:

- a. whether benefit can be achieved by other means feasible to applicant
- b. undesirable change in neighborhood character or to nearby properties
- c. whether the request for relief is substantial
- d. whether the request will have adverse physical or environmental effects
- e. whether alleged difficult is self-created

2. USE VARIANCES to allow \_\_\_\_\_  
Appealing decision of Building Inspector/Code Enforcement Officer \_\_\_\_\_ Yes \_\_\_\_\_ No  
Pursuant to Town of Lloyd Code Chapter 100, Article \_\_\_\_\_ Section \_\_\_\_\_  
Other code sections, if applicable: Article \_\_\_\_\_ Section \_\_\_\_\_  
Other jurisdictional agencies/nature of applicant to them: \_\_\_\_\_  
Evidence should address the following, and proof should show that the applicant:
- a. Cannot realize a reasonable return, substantiated by submission of the following competent financial evidence: \_\_\_\_\_
  - b. Is sustaining a hardship that is unique and does not apply to a substantial portion of the zoning district, or neighborhood within which the subject property is located, as evidenced by the following: \_\_\_\_\_
  - c. Has presented proof that the variance would observe the spirit of the town ordinance (code), and would not change the character of the district, by the following: \_\_\_\_\_
  - d. Has presented the following proof that the alleged hardship has not been self-created: \_\_\_\_\_

3. INTERPRETATION OF THE ZONING CODE IS REQUESTED BECAUSE: \_\_\_\_\_

4. APPEAL AS AN AGGRIEVED PERSON(S) IS REQUESTED BECAUSE: \_\_\_\_\_

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**FOR BOARD USE ONLY: VERIFICATION OF SUBMISSION MATERIAL**

Intake officer Initials: \_\_\_\_\_ Receipt date: \_\_\_\_\_ Fee Amount \_\_\_\_\_  
Method of payment: Cash ( ) Check ( )# \_\_\_\_\_ M.O. ( )# \_\_\_\_\_  
# Maps received: \_\_\_\_\_ Deed: \_\_\_\_\_ NYS SEQR EAF: short ( ) long ( )  
Letter of Intent \_\_\_\_\_ Letter of Agent \_\_\_\_\_ Checklist completed (above) Yes \_\_\_\_\_ No \_\_\_\_\_  
Other materials received: \_\_\_\_\_

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## TOWN OF LLOYD PLANNING BOARD/ZBA 2023 MEETING SCHEDULE

### ZBA Application Submission Due Dates

### ZBA Meeting Dates

<u>2 Mondays prior to meeting date</u>	<u>2<sup>nd</sup> Thurs, 7:00pm</u>
January.....1/3/23.....	1/12/23
February.....1/31/23.....	2/9/23
March.....2/28/23.....	3/9/23
April.....4/4/23.....	4/13/23
May.....5/2/23.....	5/11/23
June.....5/30/23.....	6/8/23
July.....7/3/23.....	7/13/23
August.....8/1/23.....	8/10/23
September.....9/5/23.....	9/14/23
October.....10/3/23.....	10/12/23
November.....10/31/23.....	11/9/23
December.....12/5/23.....	12/14/23

### Holidays Observed

by Town of Lloyd  
 January 2 & 16, 2023  
 February 20, 2023  
 April 7, 2023  
 May 29, 2023  
 June 19, 2023  
 July 4, 2023  
 September 4, 2023  
 October 9, 2023  
 November 7 & 10, 2023  
 November 23 & 24, 2023  
 December 25, 2023

### PB Application Submission Due Dates, Workshop, Regular Meeting Dates

**\*For STR Submission Dates see other schedule\***

Materials must be received by:	Workshop 3 <sup>rd</sup> Thurs, 5:30pm	Regular 4 <sup>th</sup> Thurs, 7:00pm
January.....1/10/23	1/19/23	1/26/23
February.....2/7/23	2/16/23	2/23/23
March.....3/7/23	3/16/23	3/23/23
April.....4/11/23	4/20/23	4/27/23
May.....5/9/23	5/18/23	5/25/23
June.....6/6/23	6/15/23	6/22/23
July.....7/11/23	7/20/23	7/27/23
August.....8/8/23	8/17/23	8/24/23
September.....9/12/23	9/21/23	9/28/23
October.....10/10/23	10/19/23	10/26/23
November.....11/6/23	11/16/23	None
December.....see Nov.	None	12/7/23

Note: Some deadlines and meetings are adjusted as shown to accommodate intervening holidays. Deadlines are strictly adhered to, due to the large volume of material that must be reviewed and/or referred for outside comment by agencies or consultants.

Note: Both boards reserve the right to change meeting dates because of inclement weather, other emergency or extraordinary circumstances. We will make every effort to advise all involved/interested parties, on the **Town of Lloyd Website and on the official Town of Lloyd Facebook page.**

Note: Special meetings are scheduled on an "as needed" basis and are announced by a press release notice to news print media (5 in our area: New Paltz Times, Southern Ulster Times, Poughkeepsie Journal, Times Herald Record, and the Kingston Daily Freeman), and on the Town's Clerk's board in town hall.

Note: Usually meetings are conducted in the Town Hall meeting room on the first floor. Anticipated large public attendance for a particular application may require that the meeting be conducted at another town facility pending availability, and this information is included in the meeting notice.

**Town of Lloyd Building Department (845)691-2144 ext 117**

Applicant's Letter of Intent From: \_\_\_\_\_

To: Town of Lloyd Planning Board and/or Zoning Board of Appeals

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

Message:

## Letter of Agent

I, \_\_\_\_\_, am the owner of

the property located at, \_\_\_\_\_,

Highland, NY identified as Tax Map SBL # \_\_\_\_\_.

I hereby authorize \_\_\_\_\_

to act as my agent in an application to \_\_\_\_\_

Check all that apply:

\_\_\_\_\_ Town of Lloyd Planning Board

\_\_\_\_\_ Town of Lloyd Zoning Board of Appeals

\_\_\_\_\_ Town of Lloyd Building Dept.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
_____		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
_____		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
_____		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		



Project:

Date:

***Short Environmental Assessment Form***  
***Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project: Date: 

### ***Short Environmental Assessment Form***

#### ***Part 3 Determination of Significance***

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Lead Agency	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Print or Type Name of Responsible Officer in Lead Agency	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Title of Responsible Officer
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Responsible Officer in Lead Agency	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**