

**ZB# 05-33**

**Anthony Vence**

**89-3-25**

ZONING BOARD OF APPEALS  
TOWN OF NEW WINDSOR  
555 UNION AVENUE  
NEW WINDSOR, N.Y. 12553  
Granted 7-11-05

ZBA # 05-33 ANTHONY VENCE  
(INTER) 1002 PINE VIEW (89-3-25)



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4689

## OFFICE OF THE ZONING BOARD OF APPEALS

November 28, 2005

Anthony Vence  
1002 Pine View  
New Windsor, NY 12553

SUBJECT: REQUEST FOR VARIANCE #05-33

Dear Mr. Vence:

Please find enclosed two copies of the Formal Decision for your case before the Zoning Board of Appeals. Please keep these copies in your records for future reference if needed.

If you are in need of any further assistance or have any questions in this matter, please feel free to contact me at the above number.

Very truly yours,

---

Myra Mason, Secretary to the  
NEW WINDSOR ZONING BOARD

MLM:mlm

cc: Michael Babcock, Building Inspector

In the Matter of the Application of  
**ANTHONY VENCE**

**MEMORANDUM OF  
DECISION GRANTING**

**INTERPRETATION  
AND/OR VARIANCE**

**CASE #05-33**

**WHEREAS, Anthony Vence , owner(s) of 1002 Pine View, New Windsor, New York, 12553, has made application before the Zoning Board of Appeals for a/an Request for interpretation of single-family house with two kitchens or two-family house at 1002 Pine View in an R-3 Zone (89-3-25)**

**WHEREAS, a public hearing was held on July 11, 2005 before the Zoning Board of Appeals at the Town Hall, New Windsor, New York; and**

**WHEREAS, the Applicant appeared on behalf of this Application; and**

**WHEREAS, there were two spectators appearing at the public hearing; and**

**WHEREAS, one spectator spoke in favor of the application and one spectator had questions but, was neither in favor of nor in opposition to the Application; and**

**WHEREAS, a decision was made by the Zoning Board of Appeals on the date of the public hearing granting the application; and**

**WHEREAS, the Zoning Board of Appeals of the Town of New Windsor sets forth the following findings in this matter here memorialized in furtherance of its previously made decision in this matter:**

1. The notice of public hearing was duly sent to residents and businesses as prescribed by law and published in The Times Herald Record, also as required by law.
2. The Evidence presented by the Applicant showed that:
  - (a) The property is a residential property located in a neighborhood of residential properties.
  - (b) The property has a finished basement and a kitchen installed in the basement for the convenience and use of applicants elderly handicapped parents.

- (c) All utilities servicing the aforesaid finished basement are on the same meter as the regular house and there is one heating plan servicing both the house and the second kitchen area.
- (d) The applicant acknowledges that it is a single-family house and it will remain a single-family house and it will be sold as a single-family house and that in the event that the current elderly occupants of the finished basement area no longer occupy the premises he will no longer seek to rent this premises to any other party.
- (e) The finished premises are not separated from the main house by a locked doorway.

**WHEREAS,** The Zoning Board of Appeals of the Town of New Windsor makes the following conclusions of law here memorialized in furtherance of its previously made decision in this matter:

1. The premises is currently occupied by a single family as defined in the New Windsor Town Law.
2. The premises is a single-family home and will remain a single-family home as defined by the Town of New Windsor Statutory Law.
3. The addition of a kitchen to the single-family home does not convert this home to a two or multi-family home and it does not change its legal status and a second kitchen in the home is permitted because it does not change the legal status of the home.

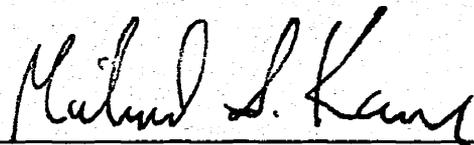
**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Zoning Board of Appeals of the Town of New Windsor GRANT a request for a/an interpretation of single-family house with two kitchens or two-family house at 1002 Pine View in an R-3 Zone (89-3-25) as sought by the Applicant in accordance with plans filed with the Building Inspector and presented at the public hearing.

**BE IT FURTHER**

**RESOLVED,** that the Secretary of the Zoning Board of Appeals of the Town of New Windsor transmit a copy of this decision to the Town Clerk, Town Planning Board and/or Building Inspector and Applicant.

Dated: July 11, 2005



Chairman

**OFFICE OF THE BUILDING INSPECTOR  
TOWN OF NEW WINDSOR  
ORANGE COUNTY, NEW YORK**

**NOTICE OF DISAPPROVAL OF BUILDING PERMIT APPLICATION**

**DATE: May 24, 2005**

**APPLICANT: Anthony & Tracy Vence  
1002 Pine View  
New Windsor, New York 12553**

**PLEASE TAKE NOTICE THAT YOUR APPLICATION DATE: May 23, 2005**

**FOR : Anthony & Tracy Vence**

**LOCATED AT: 1002 Pine View**

**ZONE: R-3 Sec/Blk/ Lot: 89-3-25**

**COPY**

**DESCRIPTION OF EXISTING SITE: SINGLE FAMILY DWELLING**

**IS DISAPPROVED ON THE FOLLOWING GROUNDS:**

- 1. Request for interpretation. A one family dwelling with two kitchens or a two family dwelling.**

  
**BUILDING INSPECTOR**

PERMITTED

PROPOSED OR  
AVAILABLE:

VARIANCE  
REQUEST:

ZONE: R-3 USE: Bulk Tables

MIN LOT AREA:

MIN LOT WIDTH:

REQ'D FRONT YD:

REQ'D SIDE YD:

REQ'D TOTAL SIDE TD:

REQ'D REAR YD:

REQ'D FRONTAGE:

MAX BLDG HT:

FLOOR AREA RATIO:

MIN LIVABLE AREA:

DEV COVERAGE:

cc: Z.B.A., APPLICANT, FILE, W/ ATTACHED MAP

PLEASE ALLOW FIVE TO TEN DAYS TO PROCESS  
**IMPORTANT**  
YOU MUST CALL FOR ALL REQUIRED INSPECTIONS OF CONSTRUCTION

Other inspections will be made in most cases but those listed below must be made or Certificates of Occupancy may be withheld. Do not mistake an uncheduled inspection for one of those listed below. Unless an inspection report is left on the job indicating approval of one of these inspections it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be reinspected after correction.

1. When excavating is complete and footing forms are in place (before pouring.)
2. Foundation inspection. Check here for waterproofing and footing drains.
3. Inspect gravel base under concrete floors and underlab plumbing.
4. When framing, rough plumbing, rough electric and before being covered.
5. Insulation.
6. Final inspection for Certificate of Occupancy. Have on hand electrical inspection data and final plumbing plan. Building is to be completed at this time. Well water test required and engineer's certification letter for septic system required.
7. Driveway inspection must meet approval of Town Highway Superintendent. A driveway bond may be required.
8. \$50.00 charge for any site that calls for the inspection twice.
9. Call 24 hours in advance, with permit number, to schedule inspection.
10. There will be no inspections unless yellow permit card is posted.
11. Sewer permits must be obtained along with building permits for new houses.
12. Septic permit must be submitted with engineer's drawing and perc test.
13. Road opening permits must be obtained from Town Clerk's office.
14. All building permits will need a Certificate of Occupancy or a Certificate of Compliance and here is no fee for this.

RECEIVED

MAY 23 2005

FILED DEPARTMENT

FOR OFFICE USE ONLY:  
Building Permit #: PA 2005-413

**AFFIDAVIT OF OWNERSHIP AND/OR CONTRACTOR'S COMP & LIABILITY INSURANCE CERTIFICATE IS  
REQUIRED BEFORE THE BUILDING PERMIT APPLICATION WILL BE ACCEPTED AND/OR ISSUED**

PLEASE PRINT CLEARLY - FILL OUT ALL INFORMATION WHICH APPLIES TO YOU

Owner of Premises Anthony + Tracy Vence

Address 1002-Pine View New Windsor NY 12553 Phone # 845 567-0320

Mailing Address S/A/A Fax # \_\_\_\_\_

Name of Architect N/A

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Contractor Self

Address \_\_\_\_\_ Phone \_\_\_\_\_

State whether applicant is owner, lessee, agent, architect, engineer or builder OWNER

If applicant is a corporation, signature of duly authorized officer. \_\_\_\_\_  
(Name and title of corporate officer)

1. On what street is property located? On the EAST side of Pine View  
(N, E or W) and on corner feet from the intersection of DEAN Hill Rd.

2. Zone or use district in which premises are situated \_\_\_\_\_ is property a flood zone? Y \_\_\_\_\_ N

3. Tax Map Description: Section 89 Block 3 Lot 25

4. State existing use and occupancy of premises and intended use and occupancy of proposed construction.

a. Existing use and occupancy PRIMARY Residence b. Intended use and occupancy PRIMARY Residence

5. Nature of work (check if applicable)  New Bldg.  Addition  Alteration  Repair  Removal  Demolition  Other (Summer Kitchen IN BSMT.)

6. Is this a corner lot? yes

7. Dimensions of entire new construction. Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_ No. of stories \_\_\_\_\_

8. If dwelling, number of dwelling units: 1 Number of dwelling units on each floor \_\_\_\_\_  
Number of bedrooms 4-5 Baths 3 Toilets 3 Heating Plant: Gas  Oil \_\_\_\_\_  
Electric/Hot Air \_\_\_\_\_ Hot Water  If Garage, number of cars 2 One Family w/2 Kitchen

9. If business, commercial or mixed occupancy, specify nature and extent of each type of use \_\_\_\_\_

10. Estimated cost 2,500

**PAID**  
#50 #96

**ZONING BOARD**

APPLICATION FOR BUILDING PERMITS  
TOWN OF NEW WINDSOR, ORANGE COUNTY, NEW YORK  
Pursuant to New York State Building Codes and Town Ordinances

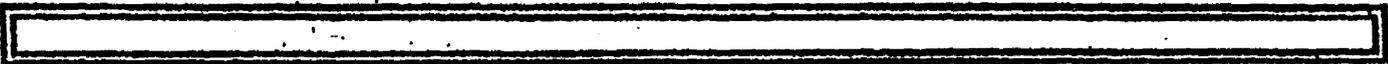
date  
9/20/05

6, 20, 05  
date

APPLICATION FOR BUILDING PERMIT  
TOWN OF NEW WINDSOR, ORANGE COUNTY, NEW YORK  
Pursuant to New York State Building Code and Town Ordinances

Building Inspector: Michael L. Babcock  
Asst. Inspectors: Frank Liel & Louis Kryshear  
New Windsor Town Hall  
555 Union Avenue  
New Windsor, New York 12553  
(845) 563-4818  
(845) 563-4895 FAX

Bldg Insp Examined \_\_\_\_\_  
Fire Insp Examined \_\_\_\_\_  
Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Permit No. \_\_\_\_\_



INSTRUCTIONS

- A. This application must be completely filled in by typewriter or in ink and submitted to the Building Inspector.
- B. Plot plan showing location of lot and buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
- C. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical and plumbing installations.
- D. The work covered by this application may not be commenced before the issuance of a Building Permit.
- E. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant together with approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of the work.
- F. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Inspector.

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the New York Building Construction Code Ordinances of the Town of New Windsor for the construction of buildings, additions, or alterations, or for removal or demolition or use of property as herein described. The applicant agrees to comply with all applicable laws, ordinances, regulations and certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and if not the owner, that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application.

x Anthony M. Veras  
(Signature of Applicant)

1002 P. NE View New Windsor NY 12553  
(Address of Applicant)

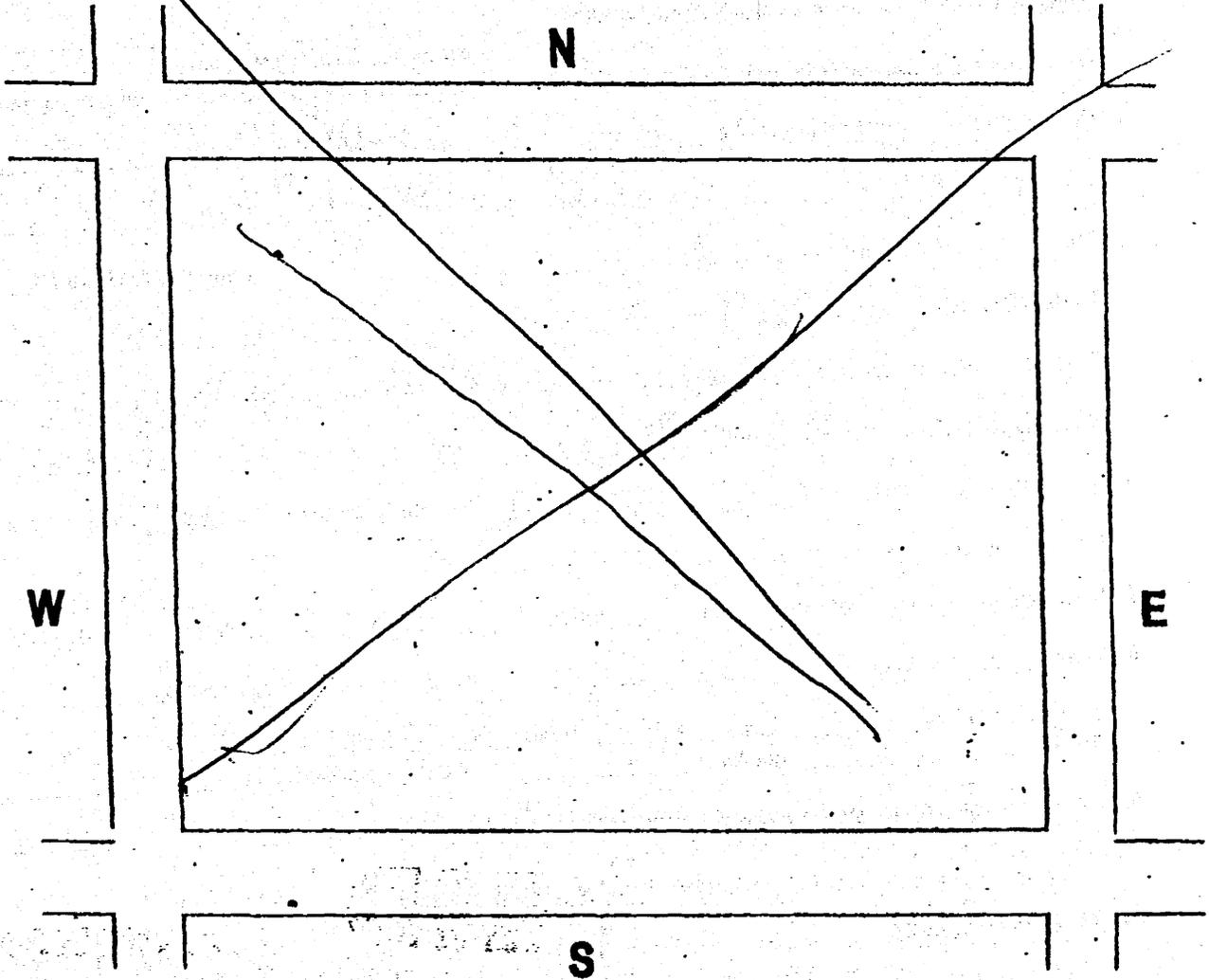
x Anthony M. Veras  
(Owner's Signature)

J.A.A.  
(Owner's Address)

PLOT PLAN

**NOTE:**

Locate all buildings and indicate all set back dimensions. Applicant must indicate the building line or lines clearly and distinctly on the drawings.



**PLEASE ALLOW FIVE TO TEN DAYS TO PROCESS**  
**IMPORTANT**  
**YOU MUST CALL FOR ALL REQUIRED INSTRUCTIONS OR AMENDMENTS**



**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS  
OFFICE  
845-563-4615**

**MEMORANDUM**

**TO: LARRY REIS, COMPTROLLER**  
**FROM: MYRA MASON, SECRETARY TO THE ZONING BOARD**  
**DATE: AUGUST 24, 2005**  
**SUBJECT: ESCROW REFUND**

**PLEASE ISSUE A CHECK IN THE AMOUNT OF \$ 344.75 TO CLOSE OUT  
ESCROW FOR:**

**ZBA FILE #05-33**

**NAME & ADDRESS:**

**Anthony Vence  
1002 Pine View  
New Windsor, NY 12553**

**THANK YOU,**

**MYRA**

**L.R.8-24-05**



**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS  
RECORD OF CHARGES & PAYMENTS**



FILE #05-33      TYPE:INTERPRETATION      TELEPHONE:      567-0320

APPLICANT:  
Anthony Vence  
1002 Pine View  
New Windsor, NY 12553

RESIDENTIAL:	\$ 50.00	CHECK # _____
COMMERCIAL	\$ 150.00	CHECK # _____
INTERPRETATION	\$ 150.00	CHECK # <u>98</u>

ESCROW:      COMMERCIAL \$500.00      CHECK # 97

~~~~~  
 MINUTES      ATTORNEY  
\$5.50 / PAGE      FEE

**DISBURSEMENTS:**

|                              |          |       |                 |                 |
|------------------------------|----------|-------|-----------------|-----------------|
| PRELIMINARY:                 | <u>2</u> | PAGES | \$ <u>11.00</u> | \$ <u>35.00</u> |
| 2 <sup>ND</sup> PRELIMINARY: | ___      | PAGES | \$ _____        | \$ _____        |
| PUBLIC HEARING:              | <u>5</u> | PAGES | \$ <u>27.50</u> | \$ <u>35.00</u> |
| PUBLIC HEARING:              | ___      | PAGES | \$ _____        | \$ _____        |

LEGAL AD: Publish Date:06-22-05      \$ 46.75

TOTAL:      \$ 85.25      \$ 70.00

~~~~~

ESCROW POSTED:      \$ 500.00  
LESS: DISBURSEMENTS:      \$ 155.25

AMOUNT DUE:      \$ \_\_\_\_\_

REFUND DUE:      \$ 344.75

Cc:

L.R. 8-24-05

ANTHONY VENCE (05-33)

MR. REIS: Request for interpretation of single-family house with two kitchens or two-family house at 1002 Pine View.

Mr. Anthony Vence appeared before the board for this proposal.

MR. REIS: Mr. Vence, tell us what you'd like to accomplish.

MR. VENCE: Basically, it's a single family home, I have a back yard with inground pool and I have two elderly handicapped parents that come from Florida four months a year to visit and they can no longer negotiate on going downstairs, so I put a second kitchen in for them in the downstairs basement. I have a C.O. for the basement finished already, it's a one bedroom down there, a living room, there's no separate meters, there's no separate, no permanent doorway between to make it a two family and there's no intention of ever having any rentals there, it's just a second kitchen for the summer for the pool area, it's more convenient.

MR. REIS: Your attention at this time is just to use it for your family needs, right?

MR. VENCE: Correct.

MR. REIS: You understand that if this is, well, whatever we determine whether it be an interpretation or other that this will always remain that?

MR. VENCE: That's correct.

MR. KRIEGER: It's a single family house, it will always be a single family house?

MR. VENCE: Yes.

MR. KRIEGER: Sill it is a single family house, conduct yourself in all aspects as though it were a single-family house?

MR. VENCE: Yes.

MR. REIS: Where is that, Pine View?

MS. MASON: Forest Glenn.

MR. REIS: So we have one meter, right?

MR. VENCE: One meter.

MR. REIS: One heating system?

MR. VENCE: Correct.

MR. REIS: You're not changing anything in the house?

MR. VENCE: Structurally, no.

MR. REIS: Interior?

MR. VENCE: No.

MR. REIS: There's an unlocked door between the areas?

MR. VENCE: Just a regular door.

MR. REIS: Do you have any questions folks right now? I'll open it up to the public, anyone here to speak on this or against this or anything please come forward?

MS. PISCO: Irene Pisco, they're in the process of selling their house, they're not going to rent it.

MR. VENCE: I have a letter from the buyers, two letters saying that they know that it can't be.

MR. REIS: You're selling the house now?

MR. VENCE: Yes.

MR. KRIEGER: The answer to your question is if a variance is granted or an interpretation such as they're seeking is granted it goes with the land, not with the individual, that means that whoever buys it is bound by whatever he has to say here, it attaches to the land and goes with the land forever and that has to do downstream after these perspective buyers, next people, people after that, they're all bound.

MS. PISCO: Okay.

MR. KRIEGER: It will have to be a whole new request.

MR. VENCE: That's why I'm here when I do sell it I'm buying a house in the same development, I have a two-family house where I'm going to move, three years ago my sister did it on the same level.

MR. KRIEGER: With that answer to your question, do you have any feelings about this, you're for it or against it?

MS. PISCO: I just don't want a two family, other than that, I don't care.

MR. KRIEGER: Has the board answered your question?

MS. PISCO: Yes, thank you.

MR. REIS: For the sake of the public, we don't monitor what happens in your house, when and if you should sell it and you're going to be bound legally that this is a single family home, whether or not it's going to be upheld by whoever occupies the space, we don't monitor for it and your neighbors may or you may not monitor

it, okay, but that's not our jurisdiction, okay. Anybody else here to speak on this? Please come forward.

MR. SANTOS: My name is Jose Santos, I reside at 1009 Pine View. Firstly, Mr. Vence is my brother-in-law, I just want to state that before. I requested the same variance 3 1/2 years ago, I live on the same block as Mr. Vence and I was granted it by this zoning board and I just wanted to say that I am for it, I'm very familiar obviously with my in-laws and their health situation and this was simply a matter of him getting up to code and, you know, he's met with the buyers and the buyers have an elderly widow and their intent is to have the mother there and help with the, I guess the woman who's purchasing the home is pregnant and she's going to assist her daughter with the newborn, there's no intent there to rent so this is as far as I'm concerned this is a seamless transition.

MR. REIS: Thank you for your comment.

MR. BABCOCK: I just got this today, I just wanted to make sure it's in the file.

MR. K RIEGER: You don't have to read them, just acknowledge.

MR. BABCOCK: It's a letter.

MR. KRIEGER: Letter dated so and so.

MR. BABCOCK: It's in support of the application as long as it's not made a two-family house, that's basically what it says.

MR. REIS: For the record, we have three certifications, three letters that are basically in favor of the request. Anyone else here in the public that would like to speak on this? We'll close the

public hearing. Myra, how many letters went out?

MS. MASON: On June 27, I mailed out 38 envelopes and had no response, couple of phone calls but that was it.

MR. REIS: Anything that we have to discuss?

MS. MASON: No.

MR. REIS: Any other questions right now for the board?

MS. GANN: Accept a motion?

MR. REIS: Yes.

MS. GANN: I offer a motion that we grant Anthony Vence his application for the request for interpretation of his single-family house to have two kitchens at 1002 Pine View in an R-3 zone.

MS. LOCEY: I'll second that motion.

ROLL CALL

MR. BROWN	AYE
MS. GANN	AYE
MS. LOCEY	AYE
MR. REIS	AYE

MR. REIS: Motion to adjourn.

MR. BROWN: So moved.

MS. GANN: Second it.

ROLL CALL

MR. BROWN	AYE
MS. GANN	AYE
MS. LOCEY	AYE

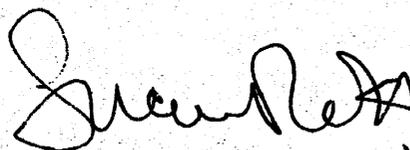
July 11, 2005

40

MR. REIS

AYE

Respectfully Submitted By:



Frances Roth  
Stenographer

7/11/05

ANTHONY VENCE (05-33)

Mr. Anthony Vence appeared before the board for this proposal.

MR. KANE: Request for interpretation of single-family house with two kitchens or two-family house at 1002 Pine View.

MR. VENCE: Basically just put a second kitchen in the basement, it's, my parents are handicapped, so I want to make it easy so there's also there's a pool in the back, makes it easier to get to, just going to be a microwave and convection oven.

MR. KANE: Is it existing now?

MR. VENCE: Yes, it is.

MR. KANE: In your home do you have one set of utilities coming into the home as far as gas and electric? So there's no separate electric?

MR. VENCE: No.

MR. KANE: No intention for you to put that in?

MR. VENCE: No intention.

MR. KANE: Is there an unlockable easy access door down to this particular area?

MR. VENCE: Yes, just a regular door.

MR. KANE: Not going to be a whole separate apartment, just a separate kitchen like the old summer kitchens?

MR. VENCE: Yes.

MR. KANE: We do this in the building department,

brings you guys in to do this just so that we try to keep a little control on the illegal two-family homes, so this way we get you right here and make you promise.

MR. VENCE: Okay.

MR. KANE: I don't have any further questions on this.

MS. GANN: Nothing.

MS. LOCEY: No.

MR. REIS: Mr. Vence, you're not making any adjustments at all to the existing premises?

MR. VENCE: No, just a kitchen area.

MR. REIS: Accept a motion?

MR. KANE: Yes.

MR. REIS: I make a motion that we set up Mr. Vence for a public hearing for interpretation of single-family house with two kitchens at 1002 Pine View in an R-3 zone.

MS. GANN: Second the motion.

ROLL CALL

MS. GANN	AYE
MS. LOCEY	AYE
MR. BROWN	AYE
MR. REIS	AYE
MR. KANE	AYE

**TOWN OF NEW WINDSOR**  
**ZONING BOARD OF APPEALS**

**RECEIPT OF ESCROW RECEIVED:**

DATE RECEIVED: 06-03-05

FOR: ESCROW 05-33

FROM:

**Anthony Vence**  
**1002 Pine View**  
**New Windsor, NY 12553**

CHECK NUMBER: 97

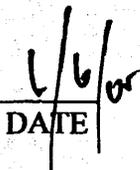
TELEPHONE: 567-0320

AMOUNT: 500.00

RECEIVED AT COMPTROLLER'S OFFICE BY:



NAME



DATE

PLEASE RETURN ONE SIGNED COPY TO MYRA FOR FILING

THANK YOU

ZBA # 05 - 33 application Fee

**Town of New Windsor**  
555 Union Avenue  
New Windsor, NY 12553  
(845) 563-4611

**RECEIPT**  
**#495-2005**

06/06/2005

Vence, Anthony  
1002 Pine View  
New Windsor, NY 12553

Received \$ 150.00 for Zoning Board Fees, on 06/06/2005. Thank you for stopping by the Town Clerk's office.

As always, it is our pleasure to serve you.

Deborah Green  
Town Clerk



TOWN OF NEW WINDSOR ZONING BOARD OF APPEALS

PUBLIC HEARING FOR: Anthony Vence

DATE: 7-11-05

SIGN-IN SHEET

	NAME	ADDRESS	PHONE NUMBER
1.	<i>Jane Pisci</i>	<i>1012 Pine View</i>	<i>507-2085</i>
2.	<i>Jose [Signature]</i>	<i>1009 Pine View</i>	<i>567-3275</i>
3.			
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19.			
20.			

Denis & Linda Henaghan  
1004 Pine View  
New Windsor, NY 12553  
845-567-3865

RECEIVED

JUL 11 2005

BUILDING DEPARTMENT

Town of New Windsor  
Zoning Board of Appeals  
Michael Kane, Chairman

Appeal No. 05-33  
Public Hearing of July 11, 2005

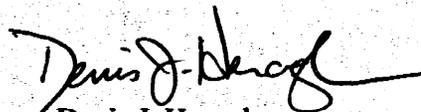
July 11, 2005

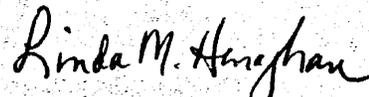
Dear Sirs:

We are sending this letter in regards to the above referenced appeal. In speaking to a member of the New Windsor Planning Office and with our neighbor, Anthony Vence, we have been informed that the purpose of this Public Hearing is to have Mr. Vence publicly state on the record that his intention for this variance is not to have the legal status of his residence changed from single-family to two-family. We were further informed that this variance, if granted, would transfer to the new owner.

Our purpose in sending this letter is to indicate that we would be opposed to any change in the legal status of any existing homes in this community. We strongly believe that this should remain a neighborhood of single-family homes.

Sincerely,

  
Denis J. Henaghan

  
Linda M. Henaghan

Andrew & Monique Valenzano  
10-Highview  
Highland Mills, NY 10930

**Re: Request for Variance #05-33**

July 8<sup>th</sup>, 2005

Town of New Windsor  
Zoning Board of Appeals  
555-Union Avenue  
New Windsor, NY 12553

Dear Sir or Madam:

The purpose of this letter is to inform the board of Appeals, that we are aware of the restrictions of the Second kitchen at 1002-Pine View. We were informed by the sellers, Anthony & Tracy Vence, that There will not be any Separate Water or Gas meters allowed. We were also informed that 1002-Pine View will always be a Single Family home with no rentals allowed. We were informed that on July 11<sup>th</sup> 2005, a request for variance hearing would take place at 7:30pm. This meeting would be for the Purpose of an interpretation of a Single Family Home with a second kitchen. Anthony & Tracy Vence Would appear in front of the Zoning Board of Appeals and state all the above restrictions on the Record, this would protect 1002-Pine View from ever becoming a Multi-Family Dwelling.

Sincerely

Mr. & Ms. Valenzano

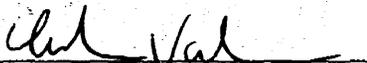
*and Va  
Monique Valenzano*

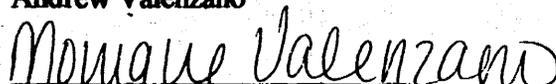
**Certification of Andrew Valenzano, Monique Valenzano and Odette Schielke**

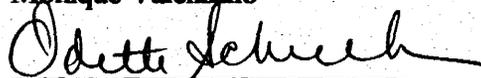
We, Andrew Valenzano, Monique Valenzano, and Odette Schielke, certify that the following statements are true to the best of our knowledge.

1. On or before August 5, 2005 we will be the owners of the property known as 1002 Pine View, New Windsor, NY 12553.
2. Andrew Valenzano and Monique Valenzano are husband and wife.
3. Odette Schielke is Monique Valenzano's mother.
4. We will be using the property for residential use as a mother-daughter house.
5. We have no intention whatsoever to rent out any part of the house.
6. The bottom floor of the house will be used by Odette Schielke as her residence.

July 9, 2005

  
Andrew Valenzano

  
Monique Valenzano

  
Odette Schielke



**PUBLIC HEARING NOTICE**  
**ZONING BOARD OF APPEALS**  
**TOWN OF NEW WINDSOR**

**PLEASE TAKE NOTICE** that the Zoning Board of Appeals of the TOWN OF NEW WINDSOR, New York, will hold a Public Hearing on the following Proposition:

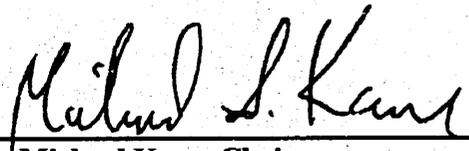
**Appeal No. 05-33**

**Request of ANTHONY VENCE**

**for a VARIANCE of the Zoning Local Law to Permit:**

**Request for interpretation of single-family house with two kitchens or two-family house at 1002 Pine View in an R-3 Zone (89-3-25)**

**PUBLIC HEARING will take place on JULY 11<sup>TH</sup>, 2005**  
**at the New Windsor Town Hall, 555 Union Avenue, New Windsor, New York**  
**beginning at 7:30 P.M.**



---

**Michael Kane, Chairman**



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4631  
Fax: (845) 563-3101

## Assessors Office

June 21, 2005

Anthony Vence  
1002 Pine View  
New Windsor, NY 12553

Re: 89-3-25 ZBA#: 05-33 (38)

Dear Mr. Vence:

According to our records, the attached list of property owners are within five hundred (500) feet of the above referenced property.

The charge for this service is \$55.00, minus your deposit of \$25.00.

Please remit the balance of \$30.00 to the Town Clerk's Office.

Sincerely,

A handwritten signature in cursive that reads "J. Todd Wiley" followed by a circled set of initials "JTW".

J. Todd Wiley, IAO  
Sole Assessor

JTW/tmp  
Attachments

CC: Myra Mason, Zoning Board

65-1-47  
Windsor Heights, LLC  
c/o Mid Hudson Park Management  
157 West Main Street  
Wappingers Falls, NY 12590

65-1-49.14  
Robert McIntosh  
Stacy Shaw  
68 Riley Road  
New Windsor, NY 12553

65-1-50.1  
Byron & Sandra Menegazzo  
14 Dean Hill Road  
New Windsor, NY 12553

65-1-50.2  
Ruby Reed  
P.O. Box 185  
Vails Gate, NY 12584

65-1-50.3  
Allen & Kitty Dantas  
958 Little Britain Road  
New Windsor, NY 12553

67-1-1  
William & Margaret McDonnell  
1131 Sharpshooters Road  
North FAYSTON, VA 05660

67-1-2.1  
Peter & Elaine Escalera  
61 Riley Road  
New Windsor, NY 12553

67-1-2.21  
Guillermo Dealecio  
7 Dean Hill Road  
New Windsor, NY 12553

67-1-2.22  
Floyd & Tamra Johnson  
P.O. Box 662  
Newburgh, NY 12550

67-1-3  
Alton & Alice Peterson  
53 Riley Road  
New Windsor, NY 12553

67-1-4  
Debbie Roszkowski  
45 Riley Road  
New Windsor, NY 12553

67-1-5  
Wendy & Edward Kimball, Jr.  
41 Riley Road  
New Windsor, NY 12553

67-1-8  
Karen & Modesto Sanchez  
114 Birch Drive  
New Windsor, NY 12553

67-1-9  
Michael & Arlene McGovern  
122 Birch Drive  
New Windsor, NY 12553

67-2-6.1  
Omat, Inc.  
501 Bramertown Road  
Tuxedo Park, NY 10987

67-2-7  
Pondside Builders, Inc.  
13 Hayes Court - Unit 101  
Monroe, NY 10950

67-2-8.1  
Edward & Joan Milmore  
45 Dean Hill Road  
New Windsor, NY 12553

67-4-1.1  
Paul & Donna McCarthy  
58 Riley Road  
New Windsor, NY 12553

67-1-1.2  
Luklen & Susan Simpson  
62 Riley Road  
New Windsor, NY 12553

67-4-1.22  
Bryant & Ella Mae Harris  
11231 Bundle Road  
Chesterfield, VA 23838

67-4-2  
Ronald, Renee, Michael & Donna Handy  
54 Riley Road  
New Windsor, NY 12553

67-4-3  
Nilda Natal  
Roberto Alvarez (UX)  
50 Riley Road  
New Windsor, NY 12553

89-3-19  
Ronald Atkins  
1014 Pine View  
New Windsor, NY 12553

89-3-20  
Irene & Richard Pisco, Jr.  
1012 Pine View  
New Windsor, NY 12553

89-3-21  
Ricky & Paula Martino  
1010 Pine View  
New Windsor, NY 12553

89-3-22  
Wilce & Annette Robles  
1008 Pine View  
New Windsor, NY 12553

89-3-23  
John Robinson, Jr.  
1006 Pine View  
New Windsor, NY 12553

89-3-24  
Denis & Linda Henaghan  
1004 Pine View  
New Windsor, NY 12553

89-4-1  
Mohamedyasin & Shamim Rajpura  
1001 Pine View  
New Windsor, NY 12553

89-4-2  
Dennis & Geordalina Perez  
1003 Pine View  
New Windsor, NY 12553

89-4-3

Cleon King  
Maureen Weise King  
1005 Pine View  
New Windsor, NY 12553

89-4-4

Peter & Nora Miceli  
1007 Pine View  
New Windsor, NY 12553

89-4-5

Jose & Vanessa Santos  
1009 Pine View  
New Windsor, NY 12553

89-4-6

Margaret & Joseph Wolf, Jr.  
1010 Forest Glen  
New Windsor, NY 12553

89-4-7

Paul & Susan Martini  
1008 Forest Glen  
New Windsor, NY 12553

89-4-8

Matthew & Lynn Mayo  
1006 Forest Glen  
New Windsor, NY 12553

89-4-9

Rajkumar Muthukrishnan  
1004 Forest Glen  
New Windsor, NY 12553

89-4-10

Eric & Michelle Azoff  
1002 Forest Glen  
New Windsor, NY 12553



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4689

## ZONING BOARD OF APPEALS

June 27, 2005

Anthony Vence  
1002 Pine View  
New Windsor, NY 12553

SUBJECT: REQUEST FOR VARIANCE #05-33

Dear Mr. Vence:

This is just to let you know your Notices for Public Hearing were mailed out and the notice was also sent to The Times Herald Record Newspaper for publication. **PLEASE NOTE: The charge for publication in the Times Herald Record will be deducted from your escrow that was posted with your application papers.**

Your Public Hearing before the Zoning Board of Appeals for your requested variance at:

1003 Pine View  
New Windsor, NY

is scheduled for the JULY 11, 2005 agenda.

This meeting starts at 7:30 p.m. and is held in the Town Meeting Room at Town Hall. If you have any questions or concerns in this matter, please feel free to contact me.

Very truly yours,

---

Myra Mason, Secretary  
Zoning Board of Appeals

MLM:mlm



RESULTS OF Z.B.A. MEETING OF: June 13, 2005

PROJECT: Anthony Vexce ZBA # 05-33  
P.B.# \_\_\_\_\_

USE VARIANCE: NEED: EAF PROXY

LEAD AGENCY: M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
BROWN \_\_\_\_\_  
MCDONALD \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_  
REIS \_\_\_\_\_  
KANE \_\_\_\_\_

PUBLIC HEARING: M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
BROWN \_\_\_\_\_  
MCDONALD \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_  
REIS \_\_\_\_\_  
KANE \_\_\_\_\_

NEGATIVE DEC: M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
BROWN \_\_\_\_\_  
MCDONALD \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_  
REIS \_\_\_\_\_  
KANE \_\_\_\_\_

APPROVED: M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
BROWN \_\_\_\_\_  
MCDONALD \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_  
REIS \_\_\_\_\_  
KANE \_\_\_\_\_

ALL VARIANCES - PRELIMINARY APPEARANCE:

SCHEDULE PUBLIC HEARING: M) Rs S) G VOTE: A 5 N 0

GANN A  
LOCEY A  
BROWN A  
~~MCDONALD~~ \_\_\_\_\_  
REIS A CARRIED: Y  N \_\_\_\_\_  
KANE A

PUBLIC HEARING: STATEMENT OF MAILING READ INTO MINUTES \_\_\_\_\_

VARIANCE APPROVED: M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
BROWN \_\_\_\_\_  
MC DONALD \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_  
REIS \_\_\_\_\_  
KANE \_\_\_\_\_

*No separate utilities*  
*Easy access from upper to lower dwelling*

**Town of New Windsor**  
Zoning Board of Appeals

**PUBLIC HEARING NOTICE**

PLEASE TAKE NOTICE that the Zoning Board of Appeals for the TOWN OF NEW WINDSOR, New York, will hold a Public Hearing on the following Proposition:

Appeal No. 05-33  
Request of ANTHONY VENCE  
for a VARIANCE of the Zoning Local Law to Permit  
Request for Interpretation of single-family house with two  
kitchens or two-family house at 1002 Pine View in an R-3  
Zone (80-3-25)

PUBLIC HEARING will take place on July 11th,  
2005 at the New Windsor Town Hall, 555 Union Avenue,  
New Windsor, New York beginning at 7:30 P.M.

MICHAEL KANE  
CHAIRMAN

**Ad Number: 1771432 Advertiser: NEW WINDSOR, TOWN**

Phone: 8455634615 Sys No: 1194114 Caller: MYRA

**INVOICING CUSTOMER:**

Phone: 8455634615 Sys No: 1194114 AcctNo: P.O. No:

Name: NEW WINDSOR, TOWN Subscriber:

Address: ZONING AND PLANNING

555 UNION AVENUE

NEW WINDSOR NY 12553

**ORDER:**

Printed By: THIRGALEWSK Date: 06/22/2005 Assigned Sales: TownofNewWindsor ZoningBoardofAppeals AdType: LINER Order Type: NORMAL

Manual Delay: Box No: Call Back: Y

**NOTES:**

Change Reason:

**INSERTION:**

Product: TH Paper: TH Class: 999X; LEGAL BILLING

Schedule: Start Date - 06/28/2005 End Date - 06/28/2005

Sort: TOWN OF NEW WINDSOR ZONING BOARD OF APPEA

**PRODUCTION:**

Text Size: 2 x 25.00 ProdType: ENTERPRISE ColorNo: 0 Colors:

Tearsheets: 1 Proofs: 0 Affidavits: 1 Alt Addr: N

**PRICING:**

Price: 46.75 Payment Method: B1 Amount Paid: 0 **Amount Owed: 46.75**

Price Method: 0 (0=Normal, 1=Usar Net, 2=System Gross) Rate Code: LEL

For fields listed below 0 = NO 1 = YES

Till Forbid: 0 Mult. Content: 0

4/5

# TIMES HERALD-RECORD

40 Mulberry Street, Middletown, NY 10940

City of New York:

County of Orange: ss:

Patricia Foddrill

I, the undersigned, being duly sworn, deposes and says that the ORANGE COUNTY PUBLICATIONS Division of Ottaway Newspapers-Radio, Inc. is a corporation organized under the laws of the State of New York and is, at all the times hereinafter mentioned, the printer and publisher of The Times Herald-Record, a daily newspaper distributed in the County of Ulster, Rockland, Dutchess, Pike, PA, Orange and Sullivan Counties, published in the English language in the City of Middletown, County of Orange, State of New York, that deponent is

### Legal Advertising Rep.

I, said The Times Herald-Record acquainted with the facts hereinafter stated, and duly authorized by said Corporation to make this affidavit; that the

### Public Notice

of the printed copy of which is hereunto annexed, has been duly and regularly published in the manner required by law in said The Times Herald-Record in each of its issues published upon each of the following dates, to wit: In its issues of

7/28/05

Signature of Representative:

Patricia Foddrill

Subscribed and sworn to before me this

1

day of July 2005

Gretchen Pina Bredy

Notary Public, Orange County

GRETCHEN PINA BREEDY  
NOTARY PUBLIC FOR THE STATE  
OF NEW YORK, ORANGE COUNTY  
OATH / SIGNATURE IS ON FILE  
COMMISSION EXPIRES 11/21/2005

# TOWN OF NEW WINDSOR REQUEST FOR NOTIFICATION LIST

DATE: 06-06-05 PROJECT NUMBER: ZBA# 05-33 P.B. # \_\_\_\_\_

APPLICANT NAME: Anthony Vence

PERSON TO NOTIFY TO PICK UP LIST:

ANTHONY VENCE  
1002 PINE VIEW  
NEW WINDSOR, NY

TELEPHONE: 567-0320

TAX MAP NUMBER:    SEC. 89    BLOCK 3    LOT 25  
                          SEC. \_\_\_\_\_    BLOCK \_\_\_\_\_    LOT \_\_\_\_\_  
                          SEC. \_\_\_\_\_    B LOCK \_\_\_\_\_    LOT \_\_\_\_\_

PROPERTY LOCATION: 1002 PINE VIEW  
NEW WINDSOR, NY

THIS LIST IS BEING REQUESTED BY:

NEW WINDSOR PLANNING BOARD: \_\_\_\_\_

SITE PLAN OR SUBDIVISION: (ABUTTING AND ACROSS ANY STREET) \_\_\_\_\_

SPECIAL PERMIT ONLY: (ANYONE WITHIN 500 FEET) \_\_\_\_\_

AGRICULTURAL DISTRICT:  
(ANYONE WITHIN THE AG DISTRICT WHICH IS WITHIN 500'  
OF SITE PLAN OR SUBDIVISION PROJECT) \_\_\_\_\_



NEW WINDSOR ZONING BOARD XXX

LIST WILL CONSIST OF ALL PROPERTY WITHIN 500 FEET OF PROJECT XXX



AMOUNT OF DEPOSIT: 25.00 CHECK NUMBER: 97

TOTAL CHARGES: \_\_\_\_\_



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4689

## ZONING BOARD OF APPEALS

June 3, 2005

Anthony Vence  
1002 Pine View  
New Windsor, NY 12553

SUBJECT: REQUEST FOR VARIANCE #05-33

Dear Mr. Vence:

This letter is to inform you that you have been placed on the June 13<sup>th</sup>, 2005 agenda for the Zoning Board of Appeals to discuss your request for a variance at:

1002 Pine View  
New Windsor, NY

This meeting starts at 7:30 p.m. and is held in the Town Meeting Room at Town Hall. If you have a problem with this time and/or date, please contact me at the above number and we will reschedule your appearance. If you have any further questions, please feel free to contact me.

Very truly yours,

---

Myra Mason, Secretary  
Zoning Board of Appeals

MLM:mlm



**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**



**APPLICATION FOR VARIANCE**

5/31/05

Date

Application Type: Use Variance  Area Variance   
Sign Variance  Interpretation

I. **Owner Information:** Phone Number: (845) 567-0320  
Anthony & Tracy Vence Fax Number: ( )  
(Name)  
1002-Pine View New Windsor, NY 12553  
(Address)

II. **Applicant:** S/A/A Phone Number: ( )  
(Name) Fax Number: ( )  
(Address)

III. **Forwarding Address, if any, for return of escrow:** Phone Number: ( )  
S/A/A Fax Number: ( )  
(Name)  
(Address)

IV. **Contractor/Engineer/Architect/Surveyor/:** Phone Number ( )  
N/A Fax Number: ( )  
(Name)  
(Address)

V. **Property Information:**  
Zone: R-3 Property Address in Question: 1002-Pine View N.W. NY. 12553  
Lot Size: .72 Tax Map Number: Section 89 Block 3 Lot 25  
a. What other zones lie within 500 feet? \_\_\_\_\_  
b. Is pending sale or lease subject to ZBA approval of this Application? NO  
c. When was property purchased by present owner? 7/5/01  
d. Has property been subdivided previously? NO If so, When: \_\_\_\_\_  
e. Has an Order to Remedy Violation been issued against the property by the Building/Zoning/Fire Inspector? NO  
f. Is there any outside storage at the property now or is any proposed? shed only

\*\*\*\*PLEASE NOTE:\*\*\*\*\*

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**

**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**

**APPLICATION FOR VARIANCE - continued**

- IX. In making its determination, the ZBA shall take into consideration, among other aspects, the benefit to the applicant if the variance is granted as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. Also, whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance; (2) whether the benefit sought by the applicant can be achieved by some other method feasible for the applicant to pursue other than an area variance; (3) whether the requested area variance is substantial; (4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and (5) whether the alleged difficulty was self-created.

After reading the above paragraph, please describe why you believe the ZBA should grant your application for an Area Variance:

I Firmly believe the ZBA should grant my application for an Area Variance because of the following reasons. My Elderly Handicapped Parents visit from Florida (Orlando) for 4 months of the year. My basement is set up for them to reside with us. My basement met all codes for an legal finished 1 bedroom basement. Now I am pleading for a second kitchen to be used by them. Due to their handicaps, they are unable to climb stairs. This kitchen would never be used for any kind of rental or multi dwelling unit. I am prepared to go on record stating this will be for a second kitchen for my family only. It is also convenient since I have an inground pool. I am familiar with all requirements needed for a second kitchen. Since 1009-Pine View (my sisters house) went through the same process. She was granted the variance, and I hope to be as well.

Thank you!

**PLEASE NOTE:**

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**

**OWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**

**APPLICATION FOR VARIANCE - continued**

**X. SIGN VARIANCE:**

- (a) Variance requested from New Windsor Zoning Local Law, Section \_\_\_\_\_, Supplementary Sign Regulations

	<u>Requirements</u>	<u>Proposed or Available</u>	<u>Variance Request</u>
Sign #1			
Sign #2			
Sign #3			
Sign #4			

- (b) Describe in detail the sign(s) for which you seek a variance, and set forth your reasons for requiring extra or oversized signs.

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- (c) What is total area in square feet of all signs on premises including signs on windows, face of building and freestanding signs \_\_\_\_\_?

**XI. INTERPRETATION:**

- (a) Interpretation requested of New Windsor Zoning Local Law, Section \_\_\_\_\_

- (b) Describe in detail the proposal before the Board:

*This second kitchen is to be used for my parents who are handicapped and also to be used for my pool area. There will be only a microwave + electric cooktop + sink. No gas oven or elec. oven.*

**PLEASE NOTE:  
THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**

XII. ADDITIONAL COMMENTS:

- (a) Describe any conditions or safeguards you offer to ensure that the quality of the zone and neighboring zones is maintained or upgraded and that the intent and spirit of the New Windsor Zoning Local Law is fostered. (Trees, landscaped, curbs, lighting, paving, fencing, screening, sign limitations, utilities, drainage.)

All work done will be to New Windsor code. Electrical, Plumbing etc.

XIII. ATTACHMENTS REQUIRED:

- Copy of contract of sale, lease or franchise agreement. Copy of deed and title policy.
- Copy of site plan or survey (if available) showing the size and location of the lot, buildings, facilities, utilities, access drives, parking areas, trees, landscaping, fencing, screening, signs, curbs, paving and streets within 200 ft. of the lot in question.
- Copies of signs with dimensions and location.
- Three checks: (each payable to the TOWN OF NEW WINDSOR)
- One in the amount of \$ 300.00 or 500.00 , (escrow)
- One in the amount of \$ 50.00 or 150.00 , (application fee)
- One in the amount of \$ 25.00 , (Public Hearing List Deposit)
- Photographs of existing premises (5 or 6) from several angles. (IF SUBMITTING DIGITAL PHOTOS PRINTED FROM COMPUTER – PLEASE SUBMIT FOUR (4) SETS OF THE PHOTOS.)

XIV. AFFIDAVIT.

STATE OF NEW YORK)

) SS.:

COUNTY OF ORANGE )

The undersigned applicant, being duly sworn, deposes and states that the information, statements and representations contained in this application are true and accurate to the best of his/her knowledge or to the best of his/her information and belief. The applicant further understands and agrees that the Zoning Board of Appeals may take action to rescind any variance granted if the conditions or situation presented herein are materially changed.

Sworn to before me this:

2nd day of June 2005

Cheryl L. Canfield

CHERYL L. CANFIELD  
 Notary Public, State of New York  
 Qualified in Orange County  
 Signature of Notary  
 Commission Expires April 22, 2006

Anthony M. Vena

Owner's Signature (Notarized)

Owner's Name (Please Print)

Applicant's Signature (If not Owner)

PLEASE NOTE:

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**



# TOWN OF NEW WINDSOR

555 UNION AVENUE  
NEW WINDSOR, NY 12553  
(845) 563-4615 (MYRA MASON)



## ZONING BOARD PROCEDURES

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORMS WHERE IT APPLIES TO YOUR SITUATION (**LOOK FOR HIGHLIGHT IN BOX IN LOWER RIGHT CORNER OF EACH PAGE**) AND RETURN TO MYRA MASON (845-563-4615) AT THE ZONING BOARD OFFICE (LOCATED IN THE PLANNING BOARD & ENGINEERING OFFICE IN TOWN HALL) WITH THREE CHECKS MADE PAYABLE TO "THE TOWN OF NEW WINDSOR" AS FOLLOWS:

**RESIDENTIAL: (Three Separate Checks Please)**

APPLICATION FEE:	\$ 50.00
*ESCROW:	\$300.00
** <u>DEPOSIT</u> FOR PUBLIC HEARING LIST:	\$ 25.00

**MULTI-FAMILY: (Three Separate Checks Please)**

APPLICATION FEE:	\$150.00
*ESCROW:	\$500.00
** <u>DEPOSIT</u> FOR PUBLIC HEARING LIST:	\$ 25.00

**COMMERCIAL: (Three Separate Checks Please)**

APPLICATION FEE:	\$150.00
*ESCROW:	\$500.00
** <u>DEPOSIT</u> FOR PUBLIC HEARING LIST:	\$ 25.00

**INTERPRETATION: (Three Separate Checks Please)**

APPLICATION FEE:	\$150.00
*ESCROW:	\$500.00
** <u>DEPOSIT</u> FOR PUBLIC HEARING LIST:	\$ 25.00

YOU WILL THEN BE SCHEDULED FOR THE NEXT AVAILABLE AGENDA FOR YOUR "PRELIMINARY MEETING".

\*

### ESCROW

IS TO COVER OUTSIDE PROFESSIONAL FEES SUCH AS ZBA ATTORNEY FEE, MINUTES OF YOUR PORTION OF THE MEETING, LEGAL ADS, ETC. THE BALANCE WILL BE RETURNED TO YOU UPON CLOSING FILE.

LIST OF PROPERTY OWNERS WITHIN 500 FT. RADIUS OF PROPERTY IN QUESTION:

APPROXIMATE COST FOR PUBLIC HEARING LIST:

1-10 NAMES	25.00
11-20 NAMES	35.00
21-30 NAMES	45.00
31-40 NAMES	55.00
41-50 NAMES	65.00
51-60 NAMES	75.00
61-70 NAMES	85.00
71-80 NAMES	95.00
81-90 NAMES	105.00
91-100 NAMES	115.00

ANYTHING OVER 100 NAMES IS \$1.00 EA. ADDITIONAL NAME

1. WHEN THE ASSESSOR'S OFFICE NOTIFIES YOU THAT YOUR PUBLIC HEARING LIST IS READY, YOU MUST COME IN AND PAY THE BALANCE DUE FOR THE LIST. (THE LIST WILL BE PREPARED ON LABELS FOR YOUR CONVENIENCE).
  
2. PREPARE AN ENVELOPE (self-sealing envelopes are much appreciated) FOR EACH LABEL WITH YOUR RETURN ADDRESS AND A REGULAR \$.37 STAMP. BRING THE PREPARED ENVELOPES AND A COPY OF THE LIST TO THE ZONING BOARD SECRETARY FOR MAILING. YOUR PUBLIC HEARING DATE WILL BE SCHEDULED AT THIS TIME.

**NOTE:**

**IF IT IS EASIER FOR YOU, YOU CAN BRING THE ENVELOPES WITH YOU WHEN YOU PICK UP AND PAY FOR YOUR LIST. YOU CAN PUT THE LABELS ON AT THAT TIME AND BRING THEM TO THE ZBA OFFICE FOR COMPLETION.**

**NOTE:**

**THE ZBA MEETS ON THE 2<sup>ND</sup> AND 4<sup>TH</sup> MONDAY OF EACH MONTH UNLESS A HOLIDAY FALLS ON THAT DATE.**