

STEP 2 - INSTRUCTIONS

The following material **MUST** be submitted to the Secretary of the Board of Appeals in connection with this application or request:



One (1) original of this completed application, with **ALL** questions answered.



One copy (1) of any violation notice, decision or order of a Town Official, including the Building Inspector, upon which this appeal is based.



One (1) identical copy of a survey that was submitted with Building Application and/or plot plan, showing all existing and proposed structures and their exact relationship to all lot lines. You **may** be required to submit 12 copies.



One (1) copy of any prior decision of the Zoning Board of Appeals relative to this property.



One (1) copy of the list of ALL surrounding (adjoining) Property Owners. **This must be obtained from the Assessor's Office .** The applicant must provide certified return receipt cards and an affidavit of posting and mailing to the Zoning Board Secretary at least twenty-four (24) hours prior to the hearing. (A packet with instructions will be given to you at your first meeting.)



Cash, check or money order payable to the TOWN OF STONY POINT, in the appropriate amount, as determined by the Secretary to the Board, must be paid when submitting application.

All applications must be submitted eight days prior to meeting date in order to be on the following Agenda.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT
THE ZONING BOARD SECRETARY AT (845)786-2716**