



**Building Department**

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598  
Tel. (914) 962-5722 ext.233 | Fax (914) 962-1731 | Email: [building@yorktownny.org](mailto:building@yorktownny.org)

**General Information and Instructions**

**Schedule for Applications:**

Applications due by:	First Meeting:	Site Inspection Visits:	Mailing Dates:	Second Meeting:
December 2 <sup>nd</sup> at 12pm	December 8 <sup>th</sup>	January 21 <sup>st</sup>	January 1 <sup>st</sup> – January 11 <sup>th</sup>	January 26 <sup>th</sup>
January 20 <sup>th</sup> at 12pm	January 26 <sup>th</sup>	February 18 <sup>th</sup>	January 30 <sup>th</sup> – February 8 <sup>th</sup>	February 23 <sup>rd</sup>
February 17 <sup>th</sup> at 12pm	February 23 <sup>rd</sup>	March 11 <sup>th</sup>	February 20 <sup>th</sup> – March 1 <sup>st</sup>	March 16 <sup>th</sup>
March 24 <sup>th</sup> at 12pm	March 16 <sup>th</sup>	April 22 <sup>nd</sup>	April 3 <sup>rd</sup> – April 12 <sup>th</sup>	April 27 <sup>th</sup>
April 21 <sup>st</sup> at 12pm	April 27 <sup>th</sup>	May 20 <sup>th</sup>	May 1 <sup>st</sup> – May 10 <sup>th</sup>	May 25 <sup>th</sup>
May 19 <sup>th</sup> at 12pm	May 25 <sup>th</sup>	June 17 <sup>th</sup>	May 30 <sup>th</sup> – June 7 <sup>th</sup>	June 22 <sup>nd</sup>
June 16 <sup>th</sup> at 12pm	June 22 <sup>nd</sup>	July 22 <sup>nd</sup>	July 3 <sup>rd</sup> – July 12 <sup>th</sup>	July 27 <sup>th</sup>
July 21 <sup>st</sup> at 12pm	July 27 <sup>th</sup>	September 9 <sup>th</sup>	August 21 <sup>st</sup> – August 30 <sup>th</sup>	September 14 <sup>th</sup>
September 15 <sup>th</sup> by 12pm	September 14 <sup>th</sup>	October 21 <sup>st</sup>	October 2 <sup>nd</sup> – October 11 <sup>th</sup>	October 26 <sup>th</sup>
October 20 <sup>th</sup> by 12pm	October 26 <sup>th</sup>	December 2 <sup>nd</sup>	November 13 <sup>th</sup> – November 22 <sup>nd</sup>	December 7 <sup>th</sup>
December 1 <sup>st</sup> by 12pm	December 7 <sup>th</sup>	N/A	N/A	N/A

**Submitting an Application:**

Application forms can be obtained from the Building Department or can be found on the [Yorktown website](#).

\*Applications must be submitted to the Legal Assistant **NO LATER THAN 12pm the Thursday** prior to the Zoning Board Meeting (i.e. one full week in advance) in order to be placed on the Agenda.

Applications are heard and decided by the Zoning Board of Appeals which generally meets on the fourth Thursday of each month at 6:30 p.m. (Please check ahead to see if the meeting will be in person at Town Hall or virtual via ZOOM).

\*If the meeting is virtual contact the Legal Assistant to obtain the Zoom link.

Each application requires a minimum of two meetings. At the first meeting, the Board receives the application and schedules a site inspection visit. The second meeting is the public hearing, review and possible decision of the application. The applicant and/or their agent **must attend the second** meeting.

**Mailings:**

The law requires that each applicant notify adjoining property owners of their application as well as the date and time of the public hearing. Complete the following four (4) forms:

1. Notice to Interested Parties: this form is mailed to all property owners adjoining the applicant’s parcel as well as to the owners of property across the street.
  - a. Find out the names and addresses of the “Interested Parties” from the Assessor’s Office.

- o Even though you might know all your neighbors, you must check with the Assessor to be sure you have all the correct names and addresses.
  - b. Fill out the form and in the space for the requested relief it should state that you are filing for a (New/Renewal Accessory Apartment, Special Use Permit, Zoning Variance)
    - o Make a copy of the completed form before you send it to the “Interested Parties” so you can submit that as your completed form.
  - c. The filled-out forms should then be mailed to all “Interested Parties”. (Please see ‘Schedule for Applications’ section above for exact mailing dates)
    - o *If they are not sent out during these dates the Zoning Board of Appeals cannot accept your mailings and your application will be adjourned until the next meeting where a new set of completed mailings will have to be submitted.*
2. Certificate of Mailing: this form can be obtained at the Post Office and needs to be filled out for each interested party.  
**\*Certificate of mailing is required; certified mail is not required but is accepted.**
3. Certificate of Notice: this form indicates that all interested parties were notified properly.
4. Sign Notification & Picture: this form is to be filled out to indicate that one or more notification signs were posted on the property. Follow the Instruction Sheet to comply with the Zoning Code.
  - a. You will need to take a picture of the sign(s) on the property and submit it along with this sheet.
  - b. Signs can be picked up and are to be returned to the Legal Assistant at 363 Underhill Ave., Yorktown Heights

\*Once all forms are completed they should be dropped off to the Legal Assistant at Town Hall or mailed to Zoning Board of Appeals at 363 Underhill Ave, Yorktown Heights, NY 10598.

All forms must be completed during the indicated dates and returned before the second meeting to be accepted.

**Site Inspection Visits:**

The Zoning Board of Appeals makes site visits once a month on a Saturday, as announced at the first meeting. Site visits begin at approximately 9:30 a.m. in Yorktown Heights and continue throughout Town until the board has seen all locations scheduled for a site visit.

Dates for Site Visits can be found above in the ‘Schedule for Applications’ section.

*\* Please note that if your application is for a new accessory apartment, someone must be available to show the apartment to the ZBA. For all other applications, it is advisable for the applicant or a representative to be present at the time of the site visit. If this is not possible you must clearly mark the exact location of what is being sought in your application.*

**Decisions:**

You will receive a decision letter approximately 1-2 months after your application is granted by the Zoning Board of Appeals. Upon receiving your decision letter, you may obtain a permit from Building Department.