

Checklist For Those Requesting Variances From the Town of Hudson Zoning Code Be Granted by the Board of Adjustment

1. Applicant must state specifically what the variance request is for.
2. Applicant must state whether the appeal is from a decision of the Building Inspector/Zoning Administrator, or decision of the Town Board.
The Building Inspector/Zoning Administrator is to supply a letter with the application that clearly states the reason the applicant was originally denied approval. In addition, the Building Inspector/Zoning Administrator is to supply specific dimensions and/or measurements of property needed for a variance.
(For example: “proposed garage would not meet easterly side yard setback on property of 25’, proposed garage is shown 15’ from property line, as shown on attached site plan” ... etc.)
3. Applicant must state from which item of the Zoning Code the variance is requested.
4. Applicant must state specific reasons for the request and be prepared to show evidence that the request should be approved by illustrating that a property could not be used if a variance is not granted or that granting of the variance would be a better use of the property than currently allowed by the Zoning Ordinance.
5. Applicant may provide witnesses to substantiate the request either in person or in writing.
6. Applicant shall provide maps or pictures to the Board of Adjustment to illustrate the request.
7. Applicant shall present pertinent materials to the Board of Adjustment Chair who will ascertain if submittal materials are adequate. If so, Chair will schedule a hearing date approximately two weeks from receipt of proper materials and information.
8. Fees for a Board of Adjustment hearing are \$250.00 to be paid to the town treasurer prior to the hearing.