

# VILLAGE OF GOSHEN, NEW YORK

276 MAIN STREET, GOSHEN, NEW YORK 10924  
TEL. (845) 294-6750 • FAX (845) 294-6007  
WWW.VILLAGEOFGOSHEN-NY.GOV

## ZONING BOARD OF APPEALS

### APPLICATION CHECKLIST AND PROCEDURES

Application of: \_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone number (s)

\_\_\_\_\_

Date

#### **PROPERTY INFORMATION:**

Address of Subject Property: \_\_\_\_\_

Tax Map Designation: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Acreage of Parcel: \_\_\_\_\_ Zoning District: \_\_\_\_\_

#### **GENERAL INFORMATION:**

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

The decision or order of the **Building Inspector or Planning Board** being appealed is attached hereto. Applicant must be referred by one or the other to appeal to the Zoning Board.

**PROJECT DESCRIPTION:** (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED)

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**RELIEF BEING REQUESTED:**

Request is hereby submitted for the following relief: (CHECK ALL THAT APPLY)

- Variance from the requirement(s) of Section(s) \_\_\_\_\_
- Review of an administrative decision or order of the Building Inspector
- An interpretation of the Zoning Ordinance or Map
- Certification of an existing non-conforming structure or use
- Other (explain) \_\_\_\_\_

1. Description of Variance sought:

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2. IF A USE VARIANCE IS REQUESTED: strict application of the Zoning Law would produce unnecessary hardship in that:

a. Under applicable zoning regulations the applicant is deprived of all economic use or benefit from the property in question because:

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(attach with this application competent financial evidence establishing such deprivation)

b. The hardship is unique and does not apply to a substantial portion of the district or neighborhood because:

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c. The variance would not alter the essential character of the neighborhood because:

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d. The hardship has not been self-created because:

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3. IF AN AREA VARIANCE IS REQUESTED:

a. The variance will not produce an undesirable change in the character of the neighborhood or a detriment to nearby properties because:

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b. The benefit sought by the applicant cannot be achieved by some method, feasible for the applicant to pursue, other than an area variance, because:

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c. The requested area variance is not substantial because:

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d. The proposed variance will not have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district because:

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e. The hardship has not been self-created because:

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**Is this property within 500 feet of: (CHECK ALL THAT APPLY)**

\_\_\_\_\_ State or County Road

\_\_\_\_\_ State or County Park

\_\_\_\_\_ Municipal Boundary

\_\_\_\_\_ County or State Facility

**IF SO, A REVIEW OF THE PLAN MUST BE CONDUCTED BY THE ORANGE COUNTY PLANNING DEPARTMENT UNDER THE STATE GENERAL MUNICIPAL LAW, SECTIONS 239 K, L, M AND/OR N.**

Please furnish the following to the Board:

1. One electronic copy and seven (7) hardcopies of the following:  
(electronic copy to: [building@villageofogoshen-ny.gov](mailto:building@villageofogoshen-ny.gov))
  - a. Completed Application Form;
  - b. A copy of the letter, opinion, decision, requirement or ruling being appealed;
  - c. Plot plan or survey showing the size of the subject property, the location of all existing and proposed structures on the property, the distance of the existing and proposed structures to the lot lines;
  - d. Building elevations;
  - e. Narrative summary explaining your application and the facts and circumstances supporting relief requested;
  - f. Any other information or details that will help the Board judge your case (i.e. photos, maps, statements from neighboring property owners, etc.);

2. Filing fee payable to the Village of Goshen as follows:

**GOSHEN CODE FEE SCHEDULE**  
**Chapter 2 Article VI**  
**Sec. 2-162**  
**Fees for Zoning Board of Appeals matters**  
**shall be as follows:**

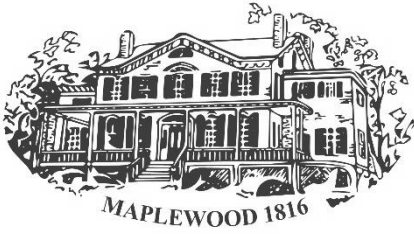
- 1. Residential area variances for anticipated cost of construction less than \$5,000.00: \$200.00**
- 2. Commercial or industrial area variances and residential area variance where anticipated cost of construction exceeds \$5,000.00: \$275.00**
- 3. Use variances: \$375.00**
- 4. Interpretations: \$200.00**

3. The above information and fees must be submitted at least twenty-one (21) days prior to the scheduled meeting of the Zoning Board of Appeals. Upon receipt of the above, a public hearing will be scheduled.

**\*NOTICE – AN ADJOURNMENT WILL BE ACCEPTED, IN WRITING ONLY, AT VILLAGE HALL, A MINIMUM OF 10 DAYS BEFORE THE SCHEDULED HEARING DATE. NO EXCEPTIONS. THE EXPENSES ASSOCIATED WITH SUCH ADJOURNMENT WILL INCLUDE THE COST OF A LEGAL NOTICE TO ADJOURN THE HEARING, AS WELL AS A LEGAL NOTICE TO RESCHEDULE THE HEARING. FAILURE TO MEET THESE GUIDELINES WILL NECESSITATE THE APPLICATION PROCESS TO BEGIN AGAIN IN ITS ENTIRETY.**

4. It is the applicant's responsibility to mail notice of the public hearing by regular first-class mail with a certificate of mailing, to all property owners within 100 feet of the subject property, and any other property owners as the Board of Appeals may deem advisable, at least five (5) days prior to the hearing. The applicant can pick up the 100-footer report at Village Hall. The certificates of mailing of the notice shall be submitted to the Zoning Board of Appeals the night of the hearing.





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**2026 ZBA MEETING DATES**  
**Meetings are held on the 3rd Thursday, if needed**  
**Meetings begin at 7:30 pm**

<b>Meeting Date</b>	<b>In-By Date (by noon)</b>
January 15, 2026	1/2/2026
February 19, 2026	1/29/2026
March 19, 2026	2/26/2026
April 16, 2026	3/36/2026
May 21, 2026	4/30/2026
June 18, 2026	5/28/2026
July 16, 2026	6/25/2026
August 20, 2026	7/30/2026
September 17, 2026	8/27/2026
October 15, 2026	9/24/2026
November 19, 2026	10/29/2026
December 17, 2026	11/25/2026