

# TOWN OF RED HOOK

## ZONING BOARD of APPEALS

7340 SOUTH BROADWAY, RED HOOK, N. Y. 12571

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### PROSPECTIVE APPLICANTS

Application materials for prospective applicants to the ZBA are at the **Building and Zoning Office**.

Prospective applicants must meet with **Zoning Enforcement Officer, Bob Fennell (845)758-4603** [bfennell@redhook.org](mailto:bfennell@redhook.org) to determine whether or not one or more variances is/are needed.

Mr. Fennell's Hours in the Building and Zoning Office are: **Tuesday and Thursday 9:00am to 2:00pm**. Calling ahead to schedule a remote meeting is highly recommended.

Once Mr. Fennell issues a **Denial Letter**, prospective applicants must present him with:

1. A signed and notarized application form.
2. A completed, signed SEQR Environmental Assessment Short Form (EAF-S)
3. Payment for application fees, and escrow

If the prospective applicant is not the property owner, he or she must also provide an original, signed **Owner Consent Form**, also available in the Building and Zoning Office. Mr. Fennell will review your application for correctness and completeness, and provide you with receipts for payment of fees and escrow.

Please note the 2021 ZBA Meeting Dates. *The ZBA does not accept applications, or other supporting documents, after the **Tuesday** of the week prior to the meeting.*

#### 2021 Meeting Submission Deadlines:

January 5, February 2, March 2, April 6, May 4, June 1, July 6, August 3, August 31, October 5, November 2, and November 30.

Please note: The ZBA does not meet with prospective applicants prior to the initial review meeting. Please address any questions you may have, regarding the application process, to Mr. Fennell.

Once the ZBA Office receives your application from the Building and Zoning Office, the clerk will mail you a receipt of application letter, with guidelines and instructions for the review meeting. The clerk may answer general questions regarding the ZBA process, but any questions regarding matters specific to an appeal must be directed to the Board at the initial review meeting.