

**TOWN OF CORNWALL  
DEVELOPMENT REVIEW BOARD  
APPLICATION FOR VARIANCE, CONDITIONAL USE, WAIVER, NON-  
CONFORMING AND NON-COMPLYING STRUCTURES, ACTIVITIES IN  
FLOOD PLAIN AND APPEALS**

**INSTRUCTIONS:**

1. Please complete the attached Application in full, and attach the requested information, where applicable, to your Application.
2. Submit nine (9) copies of your Application to the Town Clerk's Office, along with the Application fee of \$90.00.
3. Include with your Application the names and addresses of each landowner owning land adjacent to the subject property and bring addressed and stamped envelopes for each such landowner to the Preliminary Meeting to be set by the Board. The Town Clerk can assist you in determining the adjacent landowners if you do not know all of them or otherwise need assistance. You are responsible for sending the Notices, upon approval from the Board, and **MUST** provide proof of sending such notices prior to the Final Hearing date.
4. Please review Town of Cornwall Zoning Bylaws with respect to Conditional Use Permits, Variances, request for a Waiver, expansion of Non-Complying Structures of Non-Conforming Uses, Activities in the Floodplain and Appeals. The Bylaws are available at the Town Clerk's Office.
  - \* Conditional Uses are discussed in Section 350 of the Bylaws. Specifically, you should review Sections 355 and 356, and the criteria for review. These criteria must be addressed in your Application.
  - \* Variances are discussed in Section 370 of the Bylaws. The criteria for review are set forth in Section 373 and must be specifically addressed in your Application.
  - \* Waiver Requests are discussed in Section 380, and the requirements for review and criteria are more particularly set forth in Sections 381-385.
  - \* Non-Complying Structures and Non-Conforming Uses are the same as Conditional Use Review and are set forth in Section 350. A Site Plan Approval is required for such Applications pursuant to Section 322.
  - \* Activities in the Floodplain are discussed in Section 901-922.
  - \* Appeals are discussed in Section 360-365.

A Statement regarding ALL of the applicable information and criteria per the Bylaws **MUST** accompany your Application.

5. The Development Review Board meets the first Wednesday of each month. The application and any other information must be submitted at least 25 days ahead of the DRB meeting.
6. Once the application has been reviewed by the Zoning Administrator and the DRB, a formal Hearing will be warned for the next available meeting, if everything is in order and no further information is requested by the DRB.

**TOWN OF CORNWALL  
DEVELOPMENT REVIEW BOARD**

**Application to the DRB**

Date \_\_\_\_\_

Name of Landowner \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Name of Appellant \_\_\_\_\_

Phone \_\_\_\_\_

Location of Property \_\_\_\_\_

Tax Map Description : Map # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Type of Application (please check one):

\_\_\_\_\_ Appeal from decision of the administrative officer. (A copy of this appeal must be filed with the administrative officer).

\_\_\_\_\_ Application for a conditional use permit.

\_\_\_\_\_ Application for a variance.

\_\_\_\_\_ Other: Please describe: \_\_\_\_\_

Provision of the zoning ordinance that is in question: \_\_\_\_\_

Please describe the reason and basis for your application or for your appeal (you may attach additional pages here if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The property is located in the following zoning district: \_\_\_\_\_

The size of the lot is approximately: \_\_\_\_\_

The property is subject to the following rights-of-way and/or easements (please provide Book and Page Numbers where said easements may be located):

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The property has the following road frontage: \_\_\_\_\_

The deed into the current landowner(s) is recorded at Book \_\_\_\_\_, Page \_\_\_\_\_, and must be attached hereto.

The property is subject to the following easements and rights-of-way: \_\_\_\_\_

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A copy of any survey of the property must be attached hereto.

A copy of the Tax Map indicating the subject parcel must be attached hereto.

The following is a complete list of the adjacent landowners (Please provide names and addresses, and addressed, stamped envelopes to each such landowner):

**Statement Regarding Applicable (Variance, Conditional Use, etc...) Criteria for  
Review Under The Zoning Bylaws**

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FOR ADMINISTRATIVE USE ONLY

Filed On: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Permit Application Number: \_\_\_\_\_

Notice of Hearing Dated: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Notices Mailed to the adjacent landowners on: \_\_\_\_\_

DRB Decision: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Findings of Fact and Decision dated \_\_\_\_\_ attached hereto.

Secretary, DRB: \_\_\_\_\_

Updated 10/10/2017