

# TOWN OF EASTCHESTER BUILDING DEPARTMENT

40 Mill Road  
Eastchester, NY 10709

(914) 771-3317  
(914) 771-3322 Fax

[www.eastchester.org](http://www.eastchester.org)

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## NOTICE OF DENIAL APPLICATION PACKAGE

### DIRECTIONS:

1. Complete all information on the Notice of Denial Application (attached).
2. Complete the applicable Zoning Compliance Table (attached). For Subdivisions, use the Zoning Compliance Tables provided in the Planning Board Application for Subdivisions.
3. Attach one set of signed and sealed drawings (site plan, elevations, etc.). Site plans must clearly indicate all existing and proposed setbacks.
4. Attach a current/accurate signed and sealed survey of the property
5. Where applicable, provide diagrams clearly indicating how building height has been determined (indicating average grade calculations, elevations to the proposed eave, to the proposed ridge line, etc.)
6. Where applicable, provide diagrams clearly indicating how building coverage and/or impervious surface areas have been determined.
7. For commercial and multi-family applications, provide a diagram illustrating whether or not the proposed project is within 150 feet of a One- or Two-Family Residential District. (See Section 7.C. of the Zoning Law).
8. Provide any other information necessary for the Building Inspector to readily confirm all required variances.

### NOTES:

1. All applications to the Zoning Board of Appeals (ZBA) or to the Planning Board for preliminary review and referral to the ZBA that require variances must include a Notice of Denial (NOD) from the Building Inspector. The application for the NOD must be submitted to the Building Inspector no less than 2 weeks prior to the submission deadline for the ZBA or Planning Board meetings. The application for the NOD must include all information necessary for the Building Inspector to readily confirm all required variances and issue the denial. Applications for NOD's that do not provide sufficient information will be returned to the applicant.
2. All applications that require a Special Permit (even those for preliminary review) must include a statement of how the application meets the requirements of Section 12.D. of the Zoning Law (which is applicable to all Special Permits) and how the application meets the specific Special Permit requirements as enumerated in Section 12.H. of the Zoning Law. If the application does not meet one or more of the requirements, then an area variance will be required (and must be noted in the NOD).
3. All zoning information must be based on definitions provided in the current Zoning Law of the Town of Eastchester. It is the applicant's responsibility to thoroughly review and understand the definitions and requirements.

# NOTICE OF DENIAL APPLICATION

## Project Information:

Project Street Address: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Lessee (if any): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Architect (if any): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer (if any): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

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## Special Permits:

Is a Special Permit Required? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, indicate the required Special Permit(s) (e.g., Section 12.H.22, Food Service Establishment): \_\_\_\_\_

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If a Special Permit is required you MUST include an attachment indicating how you do or do not meet each of the requirements of the Special Permit.

**Note:** When submitting an application that requires a Special Permit to the Planning Board and/or ZBA, you will also need to indicate how you meet each of the requirements of Section 12.D of the Zoning Law.

**ZONING COMPLIANCE TABLE**  
**ONE- AND TWO-FAMILY RESIDENCES**  
(New Construction and Additions)

**ZONE:** \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Town of Eastchester. If not applicable, leave box blank. Check box in far right column if variance is required.

	Existing	Required/ Permitted	Proposed	Variance Required
<b>LOT INFORMATION</b>				
Lot Area (sf)				
Lot Frontage (ft)				
Yard Setbacks (ft):				
Front Yard				
Rear Yard				
First Side Yard				
Second Side Yard				
Side Yard Adjoining Street				
<b>PRINCIPAL BUILDING INFORMATION</b>				
Gross Floor Area (sf)				
Building Height:				
Stories				
Height to Principal Eave (ft)				
Height to Highest Roof Ridge (ft)				
<b>ACCESSORY STRUCTURES</b>				
<b>Detached Garage</b>				
Setbacks:				
To Principal Building				
To Side Lot Line				
To Rear Lot Line				
Building Height:				
Height to Principal Eave (ft)				
Height to Highest Ridge (ft)				
<b>Other Accessory Structure</b> (indicate type of structure – shed, pool, etc.)				
Setbacks:				
To Principal Building				
To Side Lot Line				
To Rear Lot Line				
Building Height:				
Height to Principal Eave (ft)				
Height to Highest Ridge (ft)				
<b>BUILDING COVERAGE</b>				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Accessory Building Coverage (sf)				
Accessory Building Coverage (%)				
<b>IMPERVIOUS SURFACE COVERAGE</b>				
Impervious Surface Coverage (sf)				
Impervious Surface Coverage both (%)				

Note: See Section 13 of the Zoning Law for requirements related to driveways (e.g., pavement width, curb cuts, setbacks grades; requirements for circular driveways, etc.). See Section 8 of the Zoning Law for requirements related to fences and walls.

Are any variances required that are not listed on the table above?       No       Yes

If yes, describe all additional variances (provide attachment if necessary): \_\_\_\_\_

**ZONING COMPLIANCE TABLE  
COMMERCIAL APPLICATIONS**  
(New Construction and Additions)

**ZONE:** \_\_\_\_\_

**TOTAL LOT AREA (SF):** \_\_\_\_\_

**TOTAL GROSS FLOOR AREA (GFA):** \_\_\_\_\_, **INCLUDING:**

- **EXISTING GFA:** \_\_\_\_\_
- **PROPOSED GFA:** \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Town of Eastchester. If not applicable, leave box blank. Check box in far right column if variance is required.

	Existing	Required/Permitted	Proposed	Variance Required
Yard Setbacks:				
Front Yard				
Rear Yard (from principal building)*				
Rear Yard (from parking area)*				
First Side Yard				
Second Side Yard				
Side Yard Adjoining a Street				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Principal Building Height (stories)*				
Principal Building Height (ft)*				
Accessory Building Height (stories)				
Accessory Building Height (ft)				
Total Parking Spaces				
HC Accessible Parking Spaces				
Loading Spaces				

Note: See Section 13 of the Zoning Law for additional requirements related to landscaping, loading, parking, and driveways. See Section 8 of the Zoning Law for requirements related to fences and walls.

\*Is the Site within 150 feet of a One- or Two-Family Residence District?    \_\_\_No           \_\_\_Yes

If yes, see Section 7.C of the Town of Eastchester Zoning Law and provide zoning compliance information accordingly.

Are any variances required that are not listed on the table above?       \_\_\_No           \_\_\_Yes

If yes, indicate what additional variances are required and provide additional information as necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**ZONING COMPLIANCE TABLE**  
**MULTI-FAMILY RESIDENTIAL APPLICATIONS**  
(New Construction and Additions)

**ZONE:** \_\_\_\_\_

**LOT AREA (SF):** \_\_\_\_\_

**TOTAL NUMBER OF UNITS:** \_\_\_\_\_, **Including:**

- **1-BEDROOM UNITS:** \_\_\_\_\_
- **2-BEDROOM UNITS:** \_\_\_\_\_
- **3-BEDROOM UNITS:** \_\_\_\_\_
- **4-BEDROOM UNITS:** \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Town of Eastchester. If not applicable, leave box blank. Check box in far right column if variance is required.

	Existing	Required/Permitted	Proposed	Variance Required
Lot Size				
Yard Setbacks:				
Front Yard				
Rear Yard (from principal building)*				
Rear Yard (from parking area)*				
First Side Yard				
Second Side Yard				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Principal Building Height (stories)*				
Principal Building Height (ft)*				
Accessory Building Height (stories)				
Accessory Building Height (ft)				
Total Parking Spaces				
HC Accessible Parking Spaces				
Impervious Surface Coverage (sf)				
Impervious Surface Coverage (%)				

Note: See Section 13 of the Zoning Law for additional requirements related to landscaping, loading, parking, and driveways. See Section 8 of the Zoning Law for requirements related to fences and walls.

\*Is the Site within 150 feet of a One- or Two-Family Residence District?    \_\_\_\_\_No            \_\_\_\_\_Yes

If yes, see Section 7.C of the Town of Eastchester Zoning Law and provide zoning compliance information accordingly.

Are any variances required that are not listed on the table above?            \_\_\_\_\_No            \_\_\_\_\_Yes

If yes, indicate what additional variances are required and provide additional information as necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_