



TOWN OF RED HOOK

7340 SOUTH BROADWAY ~ RED HOOK, NY 12571

Building & Zoning Department

- Zoning Enforcement Officer
- Building Code Inspector
- Fire Code Inspector

Office: 845.758.4623 or 845.758.4603 ~ Fax: 845.758.9018

Email: bfennell@redhook.org ~ scoble@redhook.org ~ Web: www.redhook.org

Land Use and Zoning Approval Process

1. Visit Town of Red Hook Building & Zoning Department.

- a. Approvals. Work with Staff to determine applicable and required permits and approvals.

Permits/Approvals:

- Building Permit
- Certificate of Occupancy
- Site Plan
- Subdivision
- Special Permit
- Variances (use or area)
- Interpretations
- Zoning Amendment or Rezoning

Approving Agency:

- Building & Zoning Department
Building & Zoning Department
Planning Board
Planning Board
Planning Board, Town Board
Zoning Board of Appeals
Zoning Board of Appeals
Town Board

- b. Application Forms. Obtain and complete relevant application forms and instructions.
- c. Pay Fees. Pay applicable application fees and establish escrow account for reimbursement of professional review fees.
- d. Make Submittal. Make submittal by submission deadline to get on the next agenda of the Approving Agency (Planning Board, Zoning Board, Town Board).
- Applicant Form
 - Owner Consent Form, if different from applicant
 - Fees
 - Environmental Assessment Form (Short or Full)
 - Plans, maps, survey, etc.
 - Documentation of past permits and approvals, where applicable.
 - Cover letter and description of project (optional, but strongly encouraged)

2. Approving Agency Review and Decision.

- a. Pre-Application conceptual presentations by applicant to approving board are optional, but encouraged.
- b. Application reviewed in writing by Town staff (Zoning Administrator, Fire Inspector, Highway Superintendent, etc.) for conformance with:

- i. Town Comprehensive Plan, Greenway Connections and other relevant guides and studies;
 - ii. Applicable laws and regulations;
 - iii. Town policies, practice and concerns.
- c. Application reviewed in writing by Town's professional consultants (Engineer, Planner and Attorney).
- d. Application referred to involved and interested agencies for review and comment (e.g. Highway Department, Conservation Board, DC Planning & Development, DC Health Department, DC DPW, NYSDOT, NYSDEC, Army Corps of Engineers, etc.).
- e. Applicant revises application to respond to review comments.
- f. Public Hearing.
- g. State Environmental Quality Review (SEQR) Determination (no impact or requirement to prepare an Environmental Impact Statement (EIS)).
- h. Board Decision in writing:
 - i. Approval
 - ii. Approval with modifications (conditional approval)
 - iii. Denial

3. Post Approval/Pre-Construction

- a. Applicant addresses all conditions of approval (revise plans, pay fees, obtain and submit evidence of necessary permits and approvals from other agencies, post financial surety, bonds, etc.).
- b. Plans reviewed for compliance with conditions of approval.
- c. Plans and resolution of approval endorsed by Board Chairman confirming compliance with all conditions of approval, authorizing issuance of relevant permits. Copies provided to Applicant.
- d. Building Permit issued.

4. Construction Process

- a. Erosion and sedimentation controls installed, inspected, maintained.
- b. Inspections by Town staff.
- c. Interim Plot Plan foundation as-built submitted and reviewed.
- d. Construction completed.
- e. As-built survey prepared and reviewed.
- f. Final Inspections of buildings.
- g. If site plan, C.O. for site is issued.
- h. Certificate of Occupancy issued.
- i. End of Process.