

CITY OF KINGSTON
Building Safety and Zoning Enforcement
buildings@kingston-ny.gov



Steven T. Noble, Mayor
Stephan Knox, Director

2025 CITY OF KINGSTON ZONING BOARD OF APPEALS

***YOUR VARIANCE APPLICATION MUST BE COMPLETED, SIGNED
AND RETURNED TO THIS OFFICE TWO (2) WEEKS PRIOR TO THE
MEETING FOR REVIEW.***

***PLEASE NOTE THAT MEETINGS ARE THE SECOND THURSDAY OF
EVERY MONTH BASED ON APPLICATIONS RECEIVED.***

***PAYMENT MUST BE SUBMITTED ALONG WITH (1) HARD COPY OF
THE APPLICATION AND (1) PDF***

CITY OF KINGSTON ZONING BOARD OF APPEALS VARIANCE APPLICATION

AREA VARIANCES/USE VARIANCES

RESIDENTIAL \$150.00

COMMERICAL \$350.00

Application is hereby made from the strict application of the provisions of the Zoning Ordinance of the City of Kingston, New York. All of the following information must be furnished before your application can be processed.

Only the information submitted by the applications deadline will be considered. Incomplete applications will be returned.

Address of Property: _____ Tax Map#: _____

____ Dimensions: _____ Frontage _____ ft. Depth _____ ft.
____ ft. Square Footage: _____ sq.
ft.

Zone: _____ Ward: _____

Applicant Name: First: _____ MI: _____ Last: _____

Applicant Address: Street: _____

City: _____ State: _____ Zip: _____

Applicant Telephone: (home): _____ (business): _____
(cell): _____

Applicant's relationship to property:

Owner: _____ Contract Vendee: _____

Other: _____ Explain: _____

If the owner is someone other than the applicant, a letter indicating the owner's knowledge and approval to make the application for a use on his/her property should be attached.

Owners Name: _____ MI: _____ Last: _____

Owners Address: Street: _____

City: _____ State: _____ Zip: _____

Additional Notification

Please list any individuals who you wish to receive notification of the meeting and decision. I address is not provided, then notification will not be given.

_____	_____
_____	_____
_____	_____

Application is made for a variation of Section _____ of the City of Kingston's Zoning Ordinance Brief Description of Project / Reason for the Requested Variance:

A site plan must accompany this application. It should be drawn to scale by a licensed engineer, landscape architect, or surveyor. This professional's name, address, and phone number in addition to his or her professional stamp should be on the site plan. In some instances staff may waive the requirement for a stamped drawing. However, the plan must include the name, address, and phone number of the person who drew it as that individual will be held responsible for its accuracy. The plan shall show the location of all existing and proposed buildings, including floor plans, parking areas with spaces individually drawn traffic access; open spaces; landscaping and screening; both existing and proposed, with specific names of plantings, topography, exterior lighting and any other pertinent information.

1. What are the existing uses of the site? _____

2. What are the proposed uses of this site? _____

3. What is the predominate building type in the neighborhood? _____

4. How many parking spaces will be provided? _____

Operations:

- a. Number of residents: _____
- b. Number of customers (per day): _____
- c. Number of employees: _____
- d. Hours of operation: _____
- e. Days of operation: _____

Deliveries:

- a. Describe the exit and entrance area for vehicles and show on the site plan.
- b. Hours for deliveries: _____ Show loading and delivery areas on the site plan.
- c. Frequency of deliveries (Check one): _____ Less than one a month _____ Monthly
_____ Weekly _____ Several times a week _____ Bi-weekly _____ Daily
- d. Are large delivery trucks anticipated? _____ yes _____ No

Economic Injury (These questions MUST be answered by the PRESENT owner of the property)

1. What is the cost(s) of the proposed improvements/alterations to the property that necessitates the variance(s)? \$ _____
How did you determine this estimate? _____

2. What did you pay for this property and when was it purchased? _____

Amount: \$ _____ Year: _____

3. What is the present value of the property?

Estimated Value: \$ _____ Personal Opinion
Estimated Value: \$ _____ Professional Opinion
(Attach a copy of a recent appraisal if available)

4. What are the maintenance expenses on this property?
Include amounts on the following:
Monthly mortgage: \$ _____
Monthly heat: \$ _____
Monthly sewer/water: \$ _____
Yearly taxes: \$ _____
Monthly electric: \$ _____
Insurance/other \$ _____
5. Amounts of loans or outstanding debts against the property (per month):
\$ _____
6. Amount of any income from the property (per month):
\$ _____
7. What is the nature of this income:
8. Have you previously tried to sell the property? Yes _____ No _____
9. How much are you asking for the property and how was the asking price determined?
10. How long was the property for sale:
11. How was it advertised?
12. How many inquiries about the property were made?
13. How many offers were made for the property and for how much?
14. Was the property listed with a realtor? If yes, please list the name?

Using the information you provided above, describe how you would be negatively affected in an economic or financial way if you did not obtain the variances requested. Please DO NOT comment on your personal financial situation, for instance "I am on a small pension and need additional income," or "I am unemployed." Your answer must address economic circumstances in relation to the property as its present inability to provide you with a reasonable financial return under the present zoning regulations.

Unique Circumstances

1. How is your land or building unique in relationship to other properties in your neighborhood? _____

2. How do these unique features make it difficult to earn a reasonable economic return from your property? _____

Neighborhood Character

1. Explain how the new use would be compatible with existing neighborhood and not negatively impact traffic patterns, general safety, architectural character, property values, and the atmosphere of the area. _____

Not Self-Created

1. Did you do something to your property to cause the need for this variance? (i.e., previous activities such as grading, excavation, additions, or improvements) _____

Minimum Relief

1. Why can't the location, dimensions, or other size factors be reduced to minimize the variance(s) requested? _____

Owner's Signature: _____

Applicant's Signature: _____

Date: _____

Please note! If the application is not complete this office will return your application.

PLEASE SEE ATTACHED GUIDELINES AS TO EVIDENCE WHICH YOU MUST PRESENT AT PUBLIC HEARING. ANY MAPS, PHOTOS, ETC. WHICH ARE MADE PART OF RECORD MUST BE PRESENTED AT PUBLIC HEARING. PLEASE NOTE DOCUMENTS WILL NOT BE RETURNED TO APPLICANT AND COPIES WILL NOT BE MADE AT HEARING.

REQUIRED DOCUMENTS CHECKLIST – DEPENDANT ON VARIANCE CRITERIA

- Application _____
- Application fee _____
- Survey showing dimensions of the property _____
- Site Plan _____
- Letter of denial _____
- Certificate of Occupancy _____
- Contract of Sale or lease if applicable _____
- Photographs _____
- Expert Qualifications _____
- Deed _____
- SEQR form _____

IF YOU HAVE ANY FURTHER QUESTIONS PLEASE CALL THE BUILDING SAFETY DIVISION @ 845-331-1217.

Dear Applicant:

According to the information you have provided to the City of Kingston Building Department, you need to request a Use / Area Variance for your property. The property is located in a _____ zone. Before completing your application we suggest you review the other materials in this packet.

Based on the type of Variance you are requesting, you are obligated to demonstrate that the property meets specific requirements. These requirements are listed on the attached sheet referring to Use Variance criteria and Area Variance criteria. You should address all of these items when completing your application and be ready to discuss them at the Public Hearing. Supply the information necessary to provide documentation.

If you are applying for a Use Variance, please pay special attention to the requirement to show that each and every use that is allowed in the zone would result in an Unnecessary Hardship.

We recommend that you review the portion of the Zoning Code for the Zone which applies to the property. We would advise that you address all of the uses in your application and be ready to discuss them at the Public Hearing and that you provide adequate documentation for your assertions.

Thank you,

City of Kingston
Zoning Board of Appeals

USE VARIANCE CRITERIA

No such use variance shall be granted by a Board of Appeals without a showing by the applicant that the applicable Zoning regulations and restrictions have caused unnecessary hardship, the applicant shall demonstrate to the Board of Appeals that for each and every permitted use under the Zoning regulations for the particular district where the property is located:

1. The applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;
2. that the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
3. that the requested use variance, if granted, will not alter the essential character of the neighborhood; and
4. that the alleged hardship has not been self-created.

The Zoning Board of Appeals, in the granting of Use Variances, shall grant the minimum variance that it shall deem necessary and adequate to address the unnecessary hardship proved by the applicant, and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

Please sign below acknowledging that you are aware of the use variances criteria.

Signed by: _____ Print name: _____

Date: _____

Area Variances

State statute authorizes a Zoning Board of Appeals to hear and decide upon application for Area Variances. An Area Variance is defined as the authorization by the Zoning Board of Appeals for the use of land in a manner which is not allowed by dimensional or physical requirements of the applicable Zoning regulations. State statute sets forth the criteria to be applied when reviewing an application for an Area Variance.

AREA VARIANCE CRITERIA

In making its determination, the Zoning Board of Appeals shall take into consideration the benefit to the applicant if the Variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the Board shall also consider:

1. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the Area Variance;
2. Whether the benefit sought by the applicant can be achieved by some method feasible for the applicant to pursue, other than an Area Variance;\
3. whether the requested Area Variance is substantial;
4. whether the proposed Variance will have an adverse effect or impact on the physical or environmental condition in the neighborhood or district; and
5. whether the alleged difficulty was self-created; which consideration shall be relevant to the decision of the Board of Appeals, but shall not necessarily preclude the granting of the Area Variance.

The Zoning Board of Appeals, in the granting of Area Variances, shall grant the minimum Variance that it shall deem necessary and adequate and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

Please sign below acknowledging that you are aware of the area variances criteria.

Signed by: _____

Print name: _____

Date: _____