

Town of Minerva – Zoning Board of Appeals

Application Process for the Zoning Board of Appeals (ZBA)

- The ZBA meets on the second Tuesday of each month.
- All application materials must be submitted by the first Wednesday of the month for consideration at the next regularly scheduled meeting.
 - If there is no business by the first Wednesday of the month, the ZBA reserves the right to cancel the meeting for that month.
- Applications/materials received after the first Wednesday of the month will not be considered until the following month.
- Applications/materials should be submitted as one complete submission, by the first Wednesday of the month, rather than submitting various parts at a time.
- Initial applications and materials shall be submitted directly to the Town Hall along with the accompanying fee, either in-person or by mail to:
 - Town of Minerva – ZBA
 - P.O. Box 937
 - 5 Morse Memorial Hwy
 - Minerva, NY 12851
- Any questions can be directed to the following:
 - Code Enforcement Officer – Colin Mangan
 - Codes@Townofminervany.gov Office Hours on Fridays
 - ZBA Secretary – Zachary Boucher
 - ZackB812@gmail.com
- The Town of Minerva Rural Zoning Laws can be found at the following link:
<https://townofminerva.com/wp-content/uploads/2020/12/MinervaZoningLawMay192005Adopted.pdf>
- Zoning Fees can be found at the following link:
<https://townofminerva.com/wp-content/uploads/2021/04/2021-zoning-fees.pdf>
- Be advised, if the application project location is within 500 feet of any of the following:
 - Municipal Boundary
 - Right-of-Way of a County or State Road, Highway, or Parkway
 - Boundary of State or County owned public land, park, or recreation area, or any land containing a public building or institution,
 - or the boundary of a farm operation located in or adjacent to an Agricultural District,then the application will need to be submitted by the Minerva ZBA to the Essex County Planning Board for review PRIOR to the Minerva ZBA making any determination on the application.
 - Additional information on this can be found at:
<https://essexcountyny.gov/community-resources/> and then click on “Essex County Referral Process”
- Public Hearings, when required, are typically scheduled for immediately preceding the next regularly scheduled meeting.

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Step 1: APA JIF Form to receive a Determination Letter

Application to the APA via their JIF, linked below.

They will issue a determination letter; the determination letter must be submitted to the ZBA.

<https://apa.ny.gov/forms/FormDetails.cfm?recordID=4>

Step 2: NYS DEC SEQR Form

Visit the following link, and complete either the Short or Long EAF Part 1 Form (based on your proposed project) and submit to the ZBA.

https://www.dec.ny.gov/permits/357.html#EAF_Part_1

Step 3: Complete the Town of Minerva Application to the ZBA Permit Form

<https://townofminerva.com/wp-content/uploads/2020/12/zba-permit.pdf>

Be sure to include all required attachments including Steps 4, 5, and 6 below.

Step 4: Complete the Town of Minerva Zoning Permit Application

<https://townofminerva.com/wp-content/uploads/2020/12/zoning-permit.pdf>

Step 5: Map – Accurate, drawn to scale, see Step 3 Permit for more information.

Step 6: Description of Proposal – Answer the 4/5 questions from the Step 3 Permit.

Be advised, if the application project location is within 500 feet of any of the following:

- Municipal Boundary
- Right-of-Way of a County or State Road, Highway, or Parkway
- Boundary of State or County owned public land, park, or recreation area, or any land containing a public building or institution,
- or the boundary of a farm operation located in or adjacent to an Agricultural District,

then the application will need to be submitted by the ZBA to the Essex County Planning Board for review PRIOR to the ZBA making any determination on the application.

- Additional information on this can be found at:
<https://essexcountyny.gov/community-resources/> and then click on “Essex County Referral Process”

- Any questions can be directed to the following:
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