

Next Steps...

- *Visit the Building Inspector and Code Enforcement Officer in the Red Hook Town Hall.*
 - Outline your plan to the CEO – Code Enforcement Officer. Ask him to define the next steps. Recognize that the Code Enforcement Officer will focus on the NYS building code and ensuring that your project adheres to it. You may need to ask him to review the zoning code.
 - Note: If your project is in the Historic Overlay District and involves building a new building or significantly expanding your existing structure, the CEO should direct you to a planning board review.
 - If your project is significant or “non-conforming” to existing zoning, engage an architect, surveyor or engineer to advise you on the project. Expect that you may need to apply to the Zoning Board of Appeals for a variance and be approved before any Planning Board action can occur.
 - Expect the process to take time. Each property and project is unique.
- *Review the Fees associated with your project, including...*
 - If you have been directed to the Planning Board for site plan review, the Village Clerk will tell you what fee you need to pay.
 - If you plan to subdivide your property or add an additional residence to a building lot, you may need to pay a recreation fee.
 - If the Planning Board or Zoning Board of Appeals needs the advice of the Village Planner or the Land Use Attorney, you may need to provide an escrow account to offset those costs.
 - This process is aimed at insuring that your project is in compliance with the code and that the process of approving your project is completed in a way that limits the adverse impact of any subsequent litigation.
 - You pay the cost because it is your property that benefits. The Village taxpayer should not incur any costs.
- *The review process can be protracted and complicated.*
 - You can streamline the process by being prepared, but one decision often leads to the need for another.
 - Expect repeated visits to the Planning Board. Provide as much information about your project as you can to avoid delays.

*So You Plan to Build, Renovate, Expand Your House,
Business, Your Accessory Building, Your Property...
First Steps...*

- *Learn about Land Use Law*
 - Your property exists within a community.
 - Land use law governs the impact of your building, renovation, expansion on your neighbors and your community.
 - Land use law is among the oldest bodies of law in the United States – it is not going away.
 - Be patient. The process of conforming your plans to this law may take time.
- *Find out what laws and code apply to your property*
 - Locate your property: www.geoaccess.co.dutchess.ny.us/parcelaccess
 - By municipality, then,
 - By address, name or tax id number
 - If you are in Tivoli,
 - Go on the Village Website: www.tivoliny.org
 - Locate local law and code; then scroll down to the Zoning Law – Section 231.
 - Find the Zoning Map – section 231.5-6. Locate your property on the Zoning Map.
 - Familiarize yourself with the different zones. Residential zones are defined by minimum acreage. There are zones that permit businesses and there are zones that permit both residences and business. Note the zone in which your property is located.
 - Tivoli resides in a Registered Historic Landmark District. An Historic Overlay District within Tivoli has zoning laws dedicated to protecting Tivoli's unique historic character.
 - The Pattern book – available in the Village Clerk's office – defines architectural features that are promoted, protected and in the case of new construction, required.
 - The Table of Bulk Regulations defines setbacks, frontages, maximum footprints, maximum building sizes, and many other building limitations.
 - Pick up the Site Plan Review and Approval Checklist in the Village Hall to get an idea of the likely process that you will need to follow.