

**Town of Dix**  
**Planning Board & Zoning Board of Appeals**

**I. Responsibilities of the Planning Board**

- Functions typically include (but are not limited to) reviewing applications for permits requiring a site plan review, subdivision of land, State Environmental Quality Review Act (SEQRA), and eligibility for placement within a Town Zone.
- Elect Chair and Secretary.
- Term would vary with the first Board from 1 to 4 years. One Board member for 1 year, 2 members for 2 years, and 2 members for 4 years initially. With new appointments in subsequent terms would be 4 years.
- Meetings would be once or twice a month unless development demands required more immediate action at the discretion of the Board.
- Training is required by the NYS Dept. of State. The Town will pay for registration fees, travel and, in some cases, per diem for Board member training activities.
- Planning Board members are paid a stipend of \$250 per year for their participation. The Chair receives \$600, and the Vice Chair and Secretary each receive \$500 per year.
- Coordination with the Town Attorney is required to review actions and to ensure the decisions are within the intent of the Zoning Ordinance and the laws of the State of New York.
- Preparation work will be required for board meetings to make informed decisions.
- The Board must handle normal review issues as they arise. This may require attendance at meetings of the Schuyler County Planning Commission, Town of Dix Board and the Village of Watkins Glen Board. In the case of litigations against the Town of Dix, Planning Board members could be requested to appear in court to represent Planning Board decisions.
- Board Meetings will most likely be in the evening.

**II. Responsibilities of the Zoning Board of Appeals (ZBA)**

- Review applications for permits requiring variances from the Zoning Ordinance such as area issues, zone restrictions, and specific building or site development requirements.
- Elect Chair and Secretary.
- Term would vary with the first Board from 1 to 4 years. One Board member for 1 year, 1 member for 2 years, and 1 member for 4 years initially. With new appointments in subsequent terms would be 4 years. Total of 3 members.

- Meetings would be on a need-only basis unless special occurrences arise, such as making modifications or additions to zoning ordinances.
- Training is required by the NYS Dept. of State. The Town will pay for registration fees, travel and, in some cases, per diem for Board members training activities.
- Zoning Board of Appeals members are paid a stipend of \$250 per year for their participation. The Chair receives \$500 per year and the Secretary receives \$400 per year.
- Coordination with the Town Attorney is required to review actions and to ensure decisions are within the intent of the Zoning Ordinance and the laws of the State of New York.
- Preparation work will be required for Board meetings to make informed decisions.
- The Board must handle normal review issues as they arise. This may require attendance at meetings of the Schuyler County Planning Commission, Town of Dix Board and the Village of Watkins Glen Board. In the case of litigations against the Town of Dix, Zoning Board of Appeals members could be requested to appear in court to represent ZBA decisions.
- Board meetings will most likely be in the evening.

### **III. Intent of this Application**

- This application will be used to fill positions available on both Boards and possibly for other opportunities to serve the Town of Dix in a voluntary committee capacity. Some potential future committees include those for Water and Sewer Districts, Highway Capital Projects, Abandoned Cemetery Cleanup, Parks, Buildings & Grounds, and others that may be developed. The Town will contact you as opportunities present themselves and you appear to be a fit.
- The Town Board will review the applications and invite a short list of candidates for interviews to commence the final selection process. The interviews will be set up on two successive Saturdays.

**APPLICATION**  
(Please Print)

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

Date: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant's qualifications, interests and views**

A. High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Major: \_\_\_\_\_  
College: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Major: \_\_\_\_\_

B. Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_

C. Interests: \_\_\_\_\_  
\_\_\_\_\_

D. Boards/Committees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. With respect to growth, quality of life, and environmental impact, what are your views on the direction the Town of Dix and Schuyler County should be taking? To what level of probable consequences to long-term businesses and residents? (continue on next page)

F. Your views on agricultural opportunities in the Town of Dix and Schuyler County?

G. Your views on the need in Schuyler County for housing development?

H. Your views on the tourism growth in Schuyler County?

I. Of the two Boards described in this document, do you have a preference of where your talents would best be used?

- Planning Board
- Zoning Board of Appeals

Thank you for your interest and taking the time to complete this application. Please either drop this application off at or send it to:

Town of Dix Supervisor  
304 Seventh Street  
Watkins Glen, NY 14891