

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

**I. Responsibilities of the Planning Board and each of its 5 members:**

- 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), special use, and making modifications or additions to zoning ordinances.
- Elect chair, vice-chair and secretary.
- Be willing to serve a term of at least 4 years.
- Attend meetings normally held once a month; however, development demands may require more immediate action and at the discretion of the Board, it may meet more frequently to accommodate such a situation.
- Obtain 4 hours of training annually as required by the NYS Dept. of State. The Town provides a budget for registration fees, travel and, in some cases, per diem for Board member training activities.
- Planning Board members are paid a stipend for their participation.
- Coordinate with the Town Attorney 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.
- Review applications prior to board meetings to better ensure informed decisions are made.
- 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 are generally held the 4<sup>th</sup> Tuesday of the month at 7 PM at the Dix Town Hall. The agenda, meeting minutes, and zoning information are available on the Town's website.

**II. Responsibilities of the Zoning Board of Appeals and each of its 3 members:**

- Review applications for permits requiring variances from the Zoning Ordinance such as area issues, use issues, zone restrictions, and specific building or site development requirements.
- Elect chair and secretary.
- Be willing to serve a term of at least 4 years.
- Meetings are on a need-only basis unless special occurrences arise, such as making modifications or additions to zoning ordinances.

- Obtain 4 hours of training annually as required by the NYS Dept. of State. The Town provides a budget for registration fees, travel and, in some cases, per diem for Board members training activities.
- Zoning Board of Appeals members are paid a stipend for their participation.
- Coordinate with the Town Attorney 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.
- Review applications prior to board meetings to better ensure informed decisions are made.
- 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.
- When Board meetings are held, they typically take place on Saturday morning at the Dix Town Hall at 9 AM. Meeting notices are posted in the Watkins Review & Express at least 5 days prior to the meeting. The agenda, meeting minutes, and zoning information are available on the Town's website.

### **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, if appropriate and/or necessary. Otherwise, the Town Board will notify you of the decision made.

**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? (additional space 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 and where.

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

Of the two Boards described in this document on which to serve, do you have a preference?

- 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  
Administration Office  
304 Seventh Street  
Watkins Glen, NY 14891