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BY: *ama@12:00 pm*



10 Reservoir Dr, PO Box 667, Millbrook, NY 12545
845-677-3419

www.washingtonny.org

AREA VARIANCE APPLICATION FORM

APPLICATION TO THE TOWN OF WASHINGTON
ZONING BOARD OF APPEALS
FOR AN AREA VARIANCE

REAL PROPERTY INFORMATION

Dutchess County Tax Map Number (1234-00-123456-0000)	6966-00-073863-0000
Property Street Address	1193-1203 Shunpike
Number of Acres	29.34
Zoning District from Zoning Map	RL 10
Describe the Current Use of the Property.	240 Rural Residential
Is this property located in or near a Wetland or Wetland Buffer?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>not near water</i> May Require a Town Wetlands Permit or be ruled by the <i>SIR</i> Aquifer Protection Requirements
Is this property within 500 feet of the boundary of the Village of Millbrook?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Is this application being made for a violation that currently exists on the property?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, the application fee is double.

OWNER INFORMATION

Name of Record Owner(s): If a corporation, LLC, Trustee, so state and submit form	1215 Shunpike, LLC
Record Owner Mailing Address	103 S. Main Street Sharon, CT 06069
Record Owner Email Address	ben@bmetcalfasphalt.com
Record Owner Phone Number	860-672-5236

NOTE: In addition to the above, please complete the following information if the application is submitted and signed by a representative of the owner. (ie: LLC, Corporation, Trustee or applicant's attorney, agent, architect, builder, contract vendee, etc.)

Name of Authorized Representative if different from owner:	
Business Name of Applicant	Churchill Building Company, LLC
Applicant Mailing Address	926 Smithfield Road Millerton, NY 12546
Applicant Email Address	ally@cbc.build
Applicant Phone Number	845-901-1537

Please check to specify who you wish correspondence to be e-mailed to, from the above names:

- Applicant/Owner(s)
 Authorized Representative

SUMMARY OF AREA VARIANCE REQUEST

covered porch addition that falls within the 100' setback of the R10 zoning district regulations

DESCRIPTION OF HARDSHIP

A Variance to the Zoning Ordinance is requested for the following five (5) reasons:

- An undesirable change will not be produced in the CHARACTER of the neighbor or a detriment to nearby properties if granted, because:
 The proposed porch is modest in size relative to the existing residence and is designed to be consistent with the architectural character of the home. It will contribute positively to the appearance of the home.
- The benefit sought by the applicant CANNOT be achieved by some method feasible for the applicant to pursue, other than an area variance, because:
 The back side of the house is the only space out of the setback but it has HVAC equipment and would not serve the same purpose as the location we are proposing.

3. The amount of relief requested is not substantial because:

The request does not involve construction of a new principal structure or significant expansion of building mass. It will not extend closer to the road than the existing residence.

4. The variance will NOT have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district because:

The variance is not substantial when viewed in the context of the overall lot size and surrounding properties. Significant alteration of the site is not necessary. Existing drainage patterns will not be altered to affect neighboring properties. Many neighboring properties fall much closer to the road than this will.

5. Has the alleged difficulty been self-created? Yes, or No Why:

The alleged difficulty has been self created as I am proposing an improvement that requires relief from the setback, however it represents a reasonable enhancement to use and enjoyment of the property without any negative impacts on the appearance, environmental conditions, or neighboring properties.

DESCRIPTION OF PROJECT

Please write N/A in any section which does not apply to your application.

For Demolition of Existing Building Areas

Please describe area being removed:

N/A

New Construction Areas (New Dwelling, New Additions, Pool):

Dimensions of first floor extension:

covered porch 24' x 14' on pier

Dimensions of new second floor:

N/A
Dimensions of floor above second level:

N/A
Height (from finished ground to top of ridge):
10'-0"

Is basement or lowest floor area being constructed? If yes, please provide height (above ground) measured from natural existing grade to first floor:

Submit manufacturer specifications for pools, sheds, etc.

Proposed Alterations or Structural Changes Construction

Please describe building areas: _____

Number of Floors and General Characteristics **BEFORE** Alterations:
N/A

Number of Floors and Changes **WITH** Alterations:
N/A

Calculations of building areas and lot coverage:

Existing square footage of existing buildings on your property:

Proposed increase of building coverage:
336 square feet

Square footage of your lot:
29.34 acres , 1,278,050 square feet

Percentage of coverage of your lot by building area:
0.30%

Purpose of New Construction

add a covered porch

Please describe the land contours (flat, slope %, heavily wooded, marsh area, etc.) on your land and how it relates to the difficulty in meeting the code requirement (s):

The house/proposed porch site is flat presenting no difficulty.

ADDITIONAL REQUIRED INFORMATION

Have any prior appeals been made with respect to this property?

Yes NO

Such appeal(s) was (were) in the form of

A requested interpretation

A request for a variance

Name of Owner:

Date

Was appeal granted or denied?

_____ Please provide copies of previously granted appeals.

Are there any Covenants or Restrictions concerning this land?

Yes NO If yes, please furnish a copy

Are the subject premises listed for sale on the real estate market?

Yes No

Are there any proposals to change or alter land contours?

No Yes please explain.

Are there any wetland areas or buffers on the parcel?

Yes NO

Are those wetland areas or buffers shown on the survey submitted with this application?

Yes NO The house site is not near the wetland areas on the property.

If your property contains ponds, wetlands or buffer areas, have you contacted the Building Department for its determination of jurisdiction?

Yes NO

Does your application require Town, County, State, or Federal Permits?

Yes NO If yes, provide which agency and the type of application.

Town Building Permit

Has an application been made to or granted by any other entity, and by which agency? Provide copies

N/A

Are there any patios, structures, pools or fences that exist on your property that are not shown on the survey that you are submitting?

Yes NO

If yes, please provide a plot plan showing all improvements.

Do you have any construction taking place at this time concerning your premises?

Yes NO

Please submit a copy of your building permit and survey as approved by the Building Department

Describe the construction: Interior improvements (no permit needed) New Roof - permit attached

Do you or any co-owner also own other land adjoining or close to this parcel?

Yes NO If yes, please label the proximity of your lands on your survey.

Parcel 135889-6906-00-103910-0000

Please list present use or operations conducted at this parcel vacant single family and the proposed use single family

with pool (i.e.: existing single family, proposed: same with garage, pool or other)

NOTARIZED STATEMENT

By submitting this application, I hereby swear/affirm that this variance is the MINIMUM that is 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.

I further swear/affirm that the information in this application is a truthful and honest representation of the property for which this request is made.

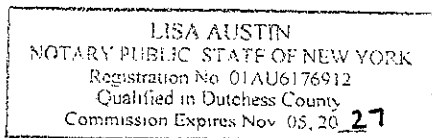
I further swear/affirm that I will make an appointment with the Zoning Administrator within five business days of this application to allow for an inspection of said property.

Signature of Applicant or Authorized Agent Agent must submit Owner Authorization Form

Alexandra Emerson Printed Name

Sworn to before me this 31st day of March, 2026.

Place Notary Stamp here:



Signature of Notary

ZBA AREA VARIANCE CHECKLIST TO BE COMPLETED BY APPLICANT.

Documents are required 21 days prior to a meeting. We suggest submitting earlier than 21 days to ensure the Town has a complete application. **If information is missing the appearance before the ZBA will be delayed.**

REAL PROPERTY INFORMATION

Dutchess County Tax Map Number (1234-00-123456-0000)	
Property Street Address	
Check or N/A	
*	A complete application form, neatly printed or typed, signed in ink and six copies.
*	Scaled site plan drawings of proposed project in an 11x17 or larger format, prepared by a NYS licensed engineer or surveyor. Drawings should be folded with the packet and include the name of the property owner and address on the drawings. These drawings can include, but are not limited to, the following: Site plan. Floor plan(s). Elevations. Any other details deemed necessary to explain this project. (Copies of pool plans, shed information, etc.)
*	Survey maps of the property with the name of the property owner on the map. The map should be folded to fit in a legal sized file folder. The map must have the grid number legibly written on the back of the map.
*	Legal proof of control of the property by ownership. (Deeds may be obtained from the Office of the Dutchess County Clerk or via the website: https://www.co.dutchess.ny.us/CountyClerkDocumentSearch/Search.aspx
	Certificates of occupancy for the subject premises. If any are lacking, please apply to the Building Department to either obtain them or to obtain an Amended Notice of Disapproval.
*	New York State Environmental Assessment Form. The type of environmental assessment form to be submitted will depend on the scope of work and proposed use described in the application. Please refer to the New York State Department of Environmental Conservation's website at www.dec.ny.gov/permits/357.html for further information as well as printing required forms
*	A set of at least four photographs labeled to show different angles of the yard areas after staking corners for new construction, and/or photos of building area to be altered.
*	Application fee: Four hundred dollars (\$400.00) for the first variance One hundred twenty-five dollars (\$125.00) for each additional area variance (For example, if you need a side yard variance and a rear yard variance the fee will be \$525.00) An escrow fee may be requested by the ZBA. Minimum fee \$1500.00. Checks shall be made payable to "Town of Washington" Credit card payments are subject to an additional fee up to 2.95% charged by the credit card processing company.
*	A Flash Drive or PDF of all documents, except the application fee. A PDF may be emailed to ZBA@washingtontny.org referenced as "ZBA Application/Owner's Name"
	A plot plan of all improvements if not shown on the survey map.
	Owner's affidavit providing permission for someone to act as their agent.

	Approved Building Permit
	Permits from other town, county, state or federal agencies.
*	Owner's Endorsement
	<p>APPLICANTS ARE RESPONSIBLE FOR PUBLICATION OF NOTICE OF PUBLIC HEARING & MAILING TO ADJACENT NEIGHBORS</p> <p>CONSULT with ZBA Clerk for Notice of Public Hearing & Neighbor List</p> <p>The following two requirements must be provided to the ZBA Clerk two weeks prior to the meeting or the application will be removed from the agenda.</p>
	Affidavit of Publication from Poughkeepsie Journal
	Proof of Mailing to Adjacent Neighbors from the United States Post Office (USPS Certified Mail Receipt for each neighbor)

Letter of Agency/Authorization to Sign

February 20th, 2026

To Whom It May Concern:

We, Ben and Jessica Metcalf, appoint Churchill Building Company, LLC to act as our agent and authorize them to sign on our behalf regarding any documentation for the Town of Washington associated with construction work to be performed at 1193 Shunpike Road, Millbrook, NY 12545.

Thank you,

Ben Metcalf
Ben Metcalf, Owner

Jessica Metcalf
Jessica Metcalf, Owner



BUILDING PERMIT

TOWN OF WASHINGTON

DESCRIPTION OF WORK: Cedar Roof Replacement

PROPERTY OWNER:

Ben Metcalf

TAX GRID NUMBER:

6966-00-073863

PROPERTY ADDRESS:

1193 Shunpike

DATE ISSUED:

3/26/2026

EXPIRATION DATE:

3/26/2027

PERMIT NUMBER: 3793


TOWN OF WASHINGTON BUILDING INSPECTOR

WORK SHALL REMAIN ACCESSIBLE AND EXPOSED UNTIL INSPECTED AND PASSED BY THE BUILDING INSPECTOR OR BY AN INSPECTOR AUTHORIZED BY THE BUILDING INSPECTOR.

ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CONSTRUCTION DOCUMENTS SUBMITTED WITH AND ACCEPTED AS PART OF THE APPLICATION FOR THIS BUILDING PERMIT, AND THE BUILDING INSPECTOR SHALL BE NOTIFIED IMMEDIATELY OF ANY CHANGES.

THIS PERMIT IS TO BE DISPLAYED CONSPICUOUSLY AND REMAIN VISIBLE UNTIL ALL AUTHORIZED WORK HAS BEEN COMPLETED.