

Approval Process
City of Peekskill
Department of Planning and Development
and Building Department

A property owner or purchaser with a desired use for a specific property starts by reviewing Peekskill’s zoning map https://www.cityofpeekskill.com/sites/peekskillny/files/file/file/zoning_map.pdf and zoning ordinance <https://ecode360.com/6432381>.

If the proposed use is permitted, proceed with Steps for Private Development Approvals – Step 1 below.

If the proposed use is not permitted, then the property owner/purchaser (applicant) can:

- A. Apply to the Zoning Board of Appeals (ZBA) for an interpretation of the Zoning Ordinance or for a variance after submitting a building permit application (step 1 below) **OR**
- B. Apply to the Planning Department for an amendment to the Zoning Ordinance. The applicant and city staff meet to discuss the draft zoning language and the applicant analyzes potential impacts of the proposed amendment. The owner may present the proposed project and zoning petition to the Common Council and Council may refer the draft zoning amendment to the Planning Commission (PC) for a report. Council may hold a public hearing on the request and vote on the petition. If the zoning amendment is adopted, then the application proceeds with the Steps for Private Development Approvals.

Steps for Private Development Approvals

Building Permit Application Review Process:

1	Applicant submits application, plans and fees for a permit to the Building Department. Forms are on-line at https://www.cityofpeekskill.com/node/2171/files
2	If additional information is needed, a meeting is scheduled with the Building Department.
3	If the proposal complies with all zoning and building code requirements, then a permit is issued by the Building Department.
4	If the application does not meet zoning requirements, then the Building Department issues a Zoning Determination Letter that identifies additional approvals needed, as follows:

For a variance or interpretation from the ZBA, a Special Permit from the Common Council, Site Plan or subdivision approval from the PC, or a Certificate of Appropriateness from the HLPB*:

5	The applicant meets with the Planning Department, and is provided with the application(s), timeframe and fee schedule.
6	The applicant submits the application(s), plans and fees. The Planning Department confirms the application’s completeness and schedules the required review meeting(s).

If a variance from the ZBA is required (continue from #6 above):

7	Planning Department prepares staff report for variance review.
8	Planning Commission meets to issue a recommendation on the variance.

9	Zoning Board of Appeals public hearing is held; a decision is rendered at the meeting, or at a subsequent meeting if more information is needed.
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If a Special Permit from the Common Council is required (continue from #6 or #9 above):

A	Planning Department prepares memo for special permit review.
B	Applicant presents project to the Common Council.
C	Common Council refers application to the Planning Commission for a report.
D	Planning Commission provides a report to the Common Council.
E	Common Council sets a Public Hearing date.
F	Common Council holds a Public Hearing on the Special Permit application.
G	Common Council renders a decision on the application at a subsequent meeting.

If site plan or subdivision approval from the PC is required (continue from #6, #9, or G above):

	Planning Department prepares staff report for site plan review.
	Planning Commission public hearing is held; a decision is rendered at the meeting, or at a subsequent meeting if more information is requested.

A Building Permit is reviewed and issued after all other approvals are granted.

Meeting dates and submittal deadlines for the Planning Commission, Zoning Board of Appeals, and the Historic and Landmarks Preservation Board are on the City website at https://www.cityofpeekskill.com/sites/g/files/vyhlf3656/f/uploads/meeting_dates_-_2023.pdf. Submittal requirements are listed on each application that will be provided to the applicant by the Planning Department in Step #5 above. Timeframe for approvals is dependent on the complexity of issues and is subject to applicant’s timely submittal of materials.

*A COA application <https://www.cityofpeekskill.com/historic-landmarks-preservation-board/pages/apply-for-a-certificate-of-appropriateness> is submitted directly to the City Planner, and a COA must be issued by the Historic & Landmarks Preservation Board for any exterior changes to downtown properties.