



Town of New Lebanon  
 PO Box 328  
 New Lebanon, New York 12125  
 Phone: 518.794.8884  
 Email: [BuildingDept@townofnewlebanon.com](mailto:BuildingDept@townofnewlebanon.com)

Narrative

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MAR 31 2026

NEW LEBANON  
 PLANNING/ZONING CLERK

ZONING REVIEW/VERIFICATION APPLICATION (Step 1 of 2)

Application (office use only) No: \_\_\_\_\_

**SITE INFORMATION**

Site Location (911 Address): 954 US RD Nearest Crossroad: \_\_\_\_\_  
 Tax Map No.: 18-1-15.200 Zoning District: RA-1

**APPLICANT INFORMATION**

Applicant Name: Hunter Metzler  
 Mailing Address: 798 CARRAN RD New Lebanon NY 12125  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Applicant's Agent/Professional: \_\_\_\_\_  
 Agent Phone: \_\_\_\_\_ Agent Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)**

Owner Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Owner's Agent/Professional: \_\_\_\_\_ Phone: \_\_\_\_\_

**NATURE OF PROPOSED WORK (check all that apply)**

New Structure  Additions/Decks/Accessory Structures  Interior/Exterior Remodel  Change of Tenant  Change of Use  Other

Project Use/Description: Home BASED BUSINESS  
*Example: Request to establish (fill in the blank - such as Office Space Use, Retail Use, Restaurant Use, Auto Repair Use) use at unit #123 (at Mail Name if applicable) or Request for Modification of Space for (fill in the blank)*

- 1) Please attach a detailed narrative explaining the details of the proposed use, including proposed tenant, any anticipated changes to the space or floor plans, accommodations necessary for water, sewer, parking, etc.
- 2) If your proposal changes the exterior footprint in any way, please include a sketch of the property including existing structures, approximate well and septic locations and the proposed new structure/addition. Dimensions must be provided from the proposed change in the building to the front, rear and side property lines. The front setback should be measured from the center of the traveled portion of the road.

**AREA & BULK REGULATIONS SCHEDULE 1**

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_ Lot Size: \_\_\_\_\_ # of Stories: \_\_\_\_\_

**RA1, 2 & 5 Districts:** For Principle Buildings, what is the building coverage (Footprint) in sq. ft. \_\_\_\_\_  
**Comm/C-rec/C-R Districts:** For Principle Buildings, what is the percent of Lot Coverage : \_\_\_\_\_

I certify that the statements herein contained are true to the best of my knowledge and belief and I have prepared and submitted all pages of this application  
 Signature of Property Owner: [Signature] Date: \_\_\_\_\_  
 Signature of Applicant: [Signature] Date: \_\_\_\_\_

**Fees:** Zoning Permit Fee please refer to Town Fee Schedule:  
<https://secureservercdn.net/198.71.233.235/482.ab5.myftpupload.com/wp-content/uploads/2021/03/Updated-fee-Schedule-12.8.20.pdf>

Zoning Officer Review - Office Use Only

Date Received: 3/31/26

Application No: Z-2026-003

Zoning Approval is authorized. Application referred to the CEO for issuance of a building and zoning permit

Zoning Permit Issued & does not need to be referred to the CEO

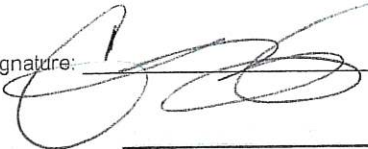
Application Denied  Referred to ZBA  Case # \_\_\_\_\_ Referred to PB  Case # \_\_\_\_\_

Reason for denial:

Home based bus. Requires SP in the RA-1 district. Additionally SPR is required for New Uses

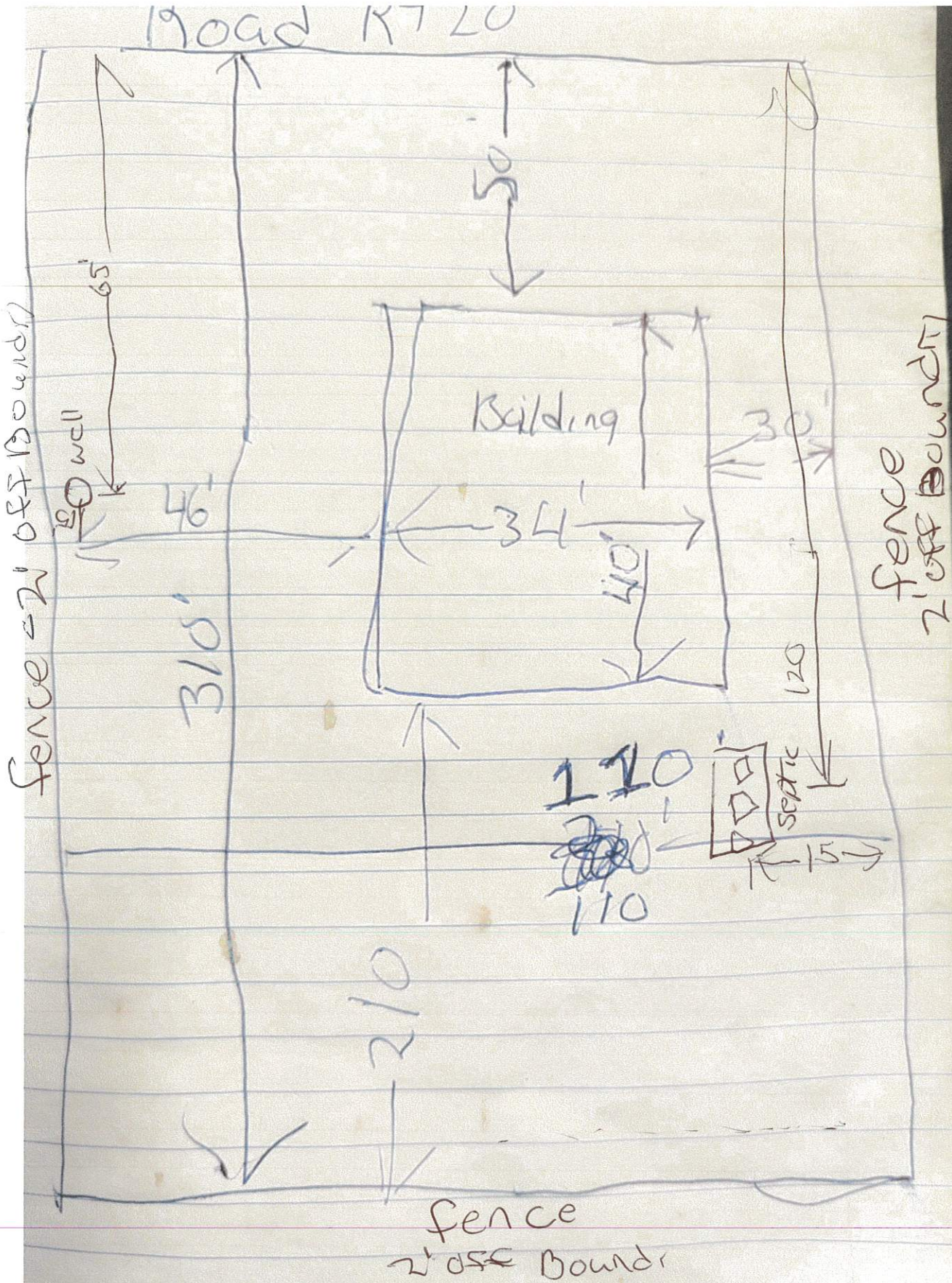
If denied, you may appeal the denial to the Zoning Board of Appeals by filing a written appeal on the form available from the Planning & Zoning Clerk within sixty days after the date of the denial, specifying the grounds thereof and the relief sought.

ZBA Approved  PB Approved:  Special Conditions:  Case No # \_\_\_\_\_ Decision document Dated \_\_\_\_\_

Zoning Officer Signature:  Date: 3/31/26

Fees	
Date:	_____
Zoning Review Fee:	_____
Ck No:	_____
Receipt No:	_____





**Start up time:**

**May-Oct. 6:30 running time 10- 15 minutes**

**Nov.-April 6:30 running time 20 minutes**

**Shut Down Time:**

**Shut down times generally 5:30**

**But may be times when it could come in a bit later depending on the job.**

**Fencing:**

**2 feet from front boundary**

**2 feet from side boundary as well**

**Dumpster would be within the fencing**

**Kind of fencing:**

**Distances from well and septic to boundaries**

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