

Town of Canandaigua

5440 Routes 5 & 20 West

Canandaigua, NY 14424

Phone: (585) 394-1120 / Fax: (585) 394-9476

ZONING BOARD OF APPEALS

INTERPRETATION

APPLICATION

NOTICE TO ALL APPLICANTS:

The ZONING BOARD OF APPEALS reviews submitted applications on a first-come-first-served basis. The number of applications scheduled for review will vary depending upon the number and complexity of the applications received. The goal of the ZBA is to process all applications in a timely and efficient manner.

Applicant must see that all forms are filled out completely and accurately before the application can be processed. All completed applications are subject to the rules and regulations as established by the Town of Canandaigua and the State of NY. This department does not guarantee any board approvals for completed applications.

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2021 Board Calendar

Meeting dates are subject to change Revised 1/5/2021

APPLICATION DEADLINE 12:00 pm	PRC MEETING To review applications 9:00AM	ZONING BOARD OF APPEALS Public Hearings 6:00 PM	PLANNING BOARD Public Meetings and Hearings 6:00 PM		ENVIRONMENTAL CONSERVATION BOARD Public Meetings 4:30 pm
WEDNESDAY	<u>MEETING DATE</u>	<u>MEETING DATE</u>	<u>MEETING DATES</u>		<u>MEETING DATES</u>
December 9, 2020	December 14, 2020	January 19, 2021	January 12, 2021	January 26, 2021	January 7, 2021
January 6	January 11	February 16	February 9	February 23	February 4
February 10	February 16*	March 16	March 9	March 23	March 4
March 10	March 15	April 20	April 13	April 27	April 1
April 7	April 12	May 18	May 11	May 25	May 6
May 12	May 17	June 15	June 8	June 22	June 3
June 9	June 14	July 20	July 13	July 27	July 1
July 7	July 12	August 17	August 10	August 24	August 5
August 11	August 16	September 21	September 14	September 28	September 2
September 8	September 13	October 19	October 12	October 26	October 7
October 6	October 12**	November 16	November 9	November 23	November 4
November 10	November 15	December 21	December 14	-----	December 2
December 8	December 13	January 18, 2022	January 11, 2022	January 25, 2022	January 6, 2022

*February 16 is a Tuesday ** October 12 is a Tuesday

*** All Applications are due by 12:00pm on deadline day***

The applicant will receive written notification of their scheduled meeting. If your application is deemed incomplete, it will not be placed on an agenda until the requested information has been submitted to the Town Development Office. All new Planning Board applications submitted on/before the application deadline will be first heard at 2nd meeting of the following month. Continued applications will be reviewed at the 1st meeting of the following month.

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ZONING BOARD OF APPEALS REQUIRED PAPERWORK FOR APPLICATION SUBMITTAL

Interpretation Application

- _____ Interpretation Application (Zoning Board of Appeals)
- _____ Description or documents in support of your appeal, a detailed description of the proposed use, an up-to-date site plan and a copy of the zoning law determination of which said appeal is being taken.
- _____ Property owner signatures on all application forms and checklists

**You must submit the original application and attachments / survey map / site plan.
Additional copies of the site plan, etc. will be requested after the Planning Review Committee
(PRC) has reviewed your application.**

FEES:

1. The \$100 application fee is required upon submission of the application. This fee is non-refundable. A separate, additional fee will be rendered for the building permit.
2. Building permit fees vary – the fee will be determined by the Town Code Enforcement Officer.
3. The property owner is responsible for reimbursement of any Town Engineer and/or Town Attorney fees incurred during application review.

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CPN #: _____

ZONING BOARD OF APPEALS APPLICATION

FOR: AREA VARIANCE USE VARIANCE INTERPRETATION

Permission for on-site inspection for those reviewing application: _____ Yes _____ No

1. Name and address of the property owner: _____

Telephone Number of property owner: _____

Fax # _____ E-Mail Address: _____

****If you provide your e-mail address, this will be the primary way we contact you****

2. Name and Address of Applicant *if not the property owner*: _____

Telephone Number of Applicant: _____

Fax # _____ E-Mail Address: _____

****If you provide your e-mail address, this will be the primary way we contact you****

3. Subject Property Address: _____

Nearest Road Intersection: _____

Tax Map Number: _____ Zoning District: _____

4. Is the subject property within 500' of a State or County Road or Town Boundary? (If yes, the Town may be required to refer your application to the Ontario County Planning Board.)

Please circle one: YES NO

5. Is the subject property within 500' of an Agricultural District? (If yes, an Agricultural Data Statement must be completed and submitted with this application – for use variance applications only.)

Please circle one: YES NO

(Continued on back)

6. What is your proposed new project and the variance(s) or interpretation requested?

7. With your completed application for an Area Variance, attach a tape map/survey/site plan, elevation of the proposed structure, and other documentation necessary describing the requested variance(s) illustrating why it is practically difficult for you to conform to the Zoning Law.

All maps, surveys, or site plans shall accurately depict the property including all existing and proposed structures, setbacks, and dimensions. *All dimensions must be precise.*

8. With your completed application for a Use Variance, attach a current survey map/site plan of the subject parcel with a detailed description of the proposed use, a statement as to why you feel this use variance is necessary, and a completed Environmental Assessment Form.

9. With your completed application for an Interpretation, attach a current survey map/site plan of the subject parcel with a detailed description of the proposed use, a statement as to why you are appealing the zoning law determination, and a copy of the zoning law determination of which said appeal is requested.

10. If the variance requested is related to signs, attach a Sign Detail Sheet, a site plan, and colored renderings of the proposed signage, and any other documentation required in Article IX (Sign Regulations) of the Town of Canandaigua Zoning Law.

***Property Owner is responsible for any consultant fees*
(Town Engineer, Town Attorney, etc.) incurred during the application process.
*See Town Clerk for current Fee Schedule***

I have examined this application and declare that it is true, correct, and complete. I understand that my application and all supporting documentation will be examined by the Zoning Board of Appeals as an integral component of deliberations.

I hereby grant my designee permission to represent me during the application process.

(Signature of Property Owner)

(Date)

