



**CITY OF UTICA, NEW YORK
ZONING BOARD OF APPEALS APPLICATION
AREA VARIANCE**

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and as precisely as possible. Failure to submit a complete application may result in a delay in being placed on a Zoning Board of Appeals agenda or a delayed decision from the Zoning Board.

PROPERTY ADDRESS: _____

COUNTY TAX MAP IDENTIFICATION NUMBER: _____

APPLICANT INFORMATION

NAME _____ ADDRESS _____
PHONE _____
FAX _____ E-MAIL _____
City State ZIP

OWNER INFORMATION

(complete only if applicant is not the owner of the property)

NAME _____ ADDRESS _____
PHONE _____
FAX _____ E-MAIL _____
City State ZIP

RELATIONSHIP OF APPLICANT TO PROPERTY:

- CONTRACT PURCHASER CONTRACTOR
 ARCHITECT/ENGINEER LESSEE

OFFICE USE ONLY

RECEIVED BY: _____ DATE/TIME RECEIVED: _____
FEE AMOUNT: _____ CHECK/MONEY ORDER #: _____
ZONING: _____ FEE TRANSMITTAL DATE: _____
AGENDA DATE: _____ DEADLINE DATE: _____

BRIEF HISTORY OF PROPERTY

(historic use of buildings, length of ownership, etc.)

DESCRIPTION OF PROPOSED ACTION

(include specific variance in terms of type & distance)

VARIANCE STANDARDS

(§ 2-29-67(d)(1))

Applications for area variances must be based on some extraordinary topographic condition or other physical condition inherent in the parcel (for example: exceptional narrowness, shallowness, shape or area). This condition must prohibit or unreasonably restrict the use of the land and/or building. One example of a special condition: A utility right-of-way cutting through the rear half of several properties within a larger neighborhood limiting the buildable area of those properties, thereby requiring variances for rear and side yard setbacks for those particular property owners to construct new garages or sheds.

Describe topographic condition or other physical condition of the property and the manner by which this condition restricts use:

Describe how the requested variance will not alter the character of the larger neighborhood or impact adjacent properties:

APPLICATION ATTACHMENTS

To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in a delay in scheduling the application for review by the Zoning Board of Appeals.

- \$75.00 application fee (check or money order only payable to City of Utica)
- Detailed site plan (see sample on following page)
- Photographs of existing conditions

APPLICANT/OWNER AFFIRMATION

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR IMMEDIATE DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM THE ZONING BOARD OF APPEALS MEMBERS.

Signature (Applicant)

DATE

IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THE REQUEST.

Signature (Owner)

DATE

Regular meetings of the Zoning Board of Appeals are generally held on the second Tuesday of every month. The meetings are held at 5:00 PM in the Common Council chambers on the first floor of City Hall. Applicants will receive a reminder notice in the mail approximately one (1) week prior to the meeting.

Pursuant to Section 2-29-108(3)(a) of the City of Utica Zoning Ordinance, property owners within a 200' radius will be notified of the intent of the applicant and given an opportunity to speak either for or against the application.

DETAILED SITE PLAN (SAMPLE)

