



**CITY OF UTICA, NEW YORK  
ZONING BOARD OF APPEALS APPLICATION  
SPECIAL USE PERMIT**

*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:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> CONTRACT PURCHASER | <input type="checkbox"/> CONTRACTOR |
| <input type="checkbox"/> ARCHITECT/ENGINEER | <input type="checkbox"/> 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 property, length of ownership, etc.)*

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**DESCRIPTION OF PROPOSED ACTION** *(include specific use proposed, hours, # of employees, etc.)*

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**VARIANCE STANDARDS** (§ 2-29-67(d)(2))

*A special use is defined the authorization of a particular land use which is permitted by the zoning ordinance, subject to certain requirements to ensure that the neighborhood is not adversely affected. An example of a special use is a church in a residential neighborhood. Prior to approving a special use permit for the church, the Zoning Board of Appeals must ensure that specific issues such as lighting, parking, business hours, etc. are adequately addressed.*

**DETAILS OF SITE DEVELOPMENT FOR PROPOSED USE** *(include description of available off-street parking facilities, access to the parking area, signage needs, and modifications to existing buildings)*

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**COMPATIBILITY WITH NEIGHBORHOOD** *(describe the manner by which the proposed use will be consistent with adjoining development and will not cause substantial injury to neighboring properties)*

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**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.*

- \$150.00 application fee (check or money order only payable to City of Utica)
- Detailed site plan (see sample on following page)
- Detailed drawings for parking layout, landscaping and signage
- 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)**

