

APPLICATION
VILLAGE OF PHELPS - ZONING BOARD OF APPEALS

Village of Phelps 8 Banta Street - Suite 150 Phelps, NY 14532-1084 Phone 315-548-3861

Application No. _____

Date _____

Applicant: (Name & Address)

Owner: (If Different from Applicant)

Phone No. _____

Phone No. _____

Site Location:

Tax Map No. _____
Zoning District R-1 R-2 C-1
 C-2 B-O M-1

Type of Request: Area Variance Use Variance Zoning Interpretation
 Temporary Permit Other: _____

Provision(s) of Zoning Ordinance Being Appealed (Article, Section, Sub. Sect. Paragraph, etc. Don't fully quote the ordinance)

Brief Description of Requested Action: _____

Signature of Applicant _____

Date _____

Signature of Owner
(If Different from Applicant)

Date _____

See Check List on the back of this page for information to be provided with this application. All applicable items and the appropriate FEE must be submitted by the Submittal Date in order to be placed on the agenda for the next Zoning Board Meeting.

DO NOT WRITE BELOW THIS LINE - VILLAGE USE ONLY

Application deemed **COMPLETE** and will be placed on the agenda for _____ meeting.
 Application deemed **INCOMPLETE** and to be returned to the applicant. _____
(Date)

By: _____
Zoning Officer Date

REVIEW SUMMARY Approved Denied Application Withdrawn or Rejected
(See Meeting Minutes)

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CHECK LIST OF REQUIRED ITEMS

ALL VARIANCE APPLICATIONS

- 1 **1 Copy** of this Application and **7 copies** of **ALL** Supporting Documents (Maps, Site Plans, Hardships, etc.)
- 2 **1 Copy of NYS SHORT ENVIRONMENTAL ASSESSMENT FORM (SEQR)** completed and signed.
(Additional SEQR requirements may apply)
- 3 **Proof Of Hardship(s)*** ALL Appropriate Proof of Hardship(s) **must be in writing**. (Hard Copy)
Proof of hardship may be in the form of Written Letters, Receipts, Cost Estimate/comparisons, Appraisals, Tax Receipts, Financial Statements, Maps, Plans, Drawings, Photographs, etc. **Verbal explanations alone, without written documentation, will not be adequate as Proof of Hardship.**
- 4 **The Applicant(s)** (or representative) must attend the meeting and present the request to the Board and be available to answer questions.

AREA VARIANCE (not including Sign Applications)

- 1 **Survey Map** signed by a Licensed Land Surveyor showing all existing principal and accessory structures and other significant improvements on the property. Distances from structures to boundary lines must be shown. Lot Area (sq. ft or acres) must be shown.
- 2 **Site Plan**, drawn to an appropriate scale, showing proposed structures, building additions, parking areas and signs, etc. needing the Area Variance. All dimensions and square footage to be shown
The Site Plan may be drawn by the applicant on a separate drawing. A partial copy of the survey map NOT including the surveyors name or seal may be used. If the proposed structures, building additions, parking areas or signs, etc. are shown on the survey map by the surveyor, a separate site plan will not be required.

AREA VARIANCE FOR SIGNS (Size, location and/or number of signs, etc.)

- 1 **Site Plan**, drawn to an appropriate scale, (may be drawn by the applicant) showing the approximate locations and sizes of existing principal and accessory structures and other significant improvements on the property including the proposed location of sign(s).
- 2 **Drawing** (to scale) of Proposed Sign(s). Indicating dimensions, square footage, color, text, graphics, etc.

USE VARIANCE (Including Temporary Permits)

- 1 Site Plan, drawn to an appropriate scale, (may be drawn by the applicant) showing the approximate locations and sizes of existing principal and accessory structures and other significant improvements on the property. The locations and sizes of additional improvements required for the proposed change of use. (Building additions, parking and signs, etc.)

***What is Hardship?** An applicant must demonstrate more than **Personal Inconvenience** due to the strict application of the Zoning Ordinance. You must show that factors unique to your particular property would not be shared by other properties in the general neighborhood. In other words, why would your property be granted relief from the Zoning Ordinance though other properties within the district would not, based on the same set of circumstances?