

# *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.

# Town of Canandaigua

5440 Routes 5 & 20 West  
 Canandaigua, NY 14424  
 (585) 394-1120 / Fax: (585) 394-9476

## 2023 Board Calendar

Meeting dates are subject to change Revised 1/27/2023

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
	<u>MEETING DATE</u>	<u>MEETING DATE</u>	<u>MEETING DATE</u>		<u>MEETING DATE</u>
December 1, 2022	December 12, 2022	January 17, 2023	January 10, 2023	January 24, 2023	January 5, 2023
January 3	January 10	February 21	February 14	February 28	February 2
February 1	February 13	March 21	March 14	March 28	March 2
March 1	March 13	April 18	April 11	April 25	April 6
April 3	April 10	May 16	May 9	May 24**	May 4
May 1	May 8	June 20	June 13	June 28***	June 1
June 1	June 12	July 18	July 11	July 25	July 6
July 3	July 10	August 15	August 8	August 22	August 3
August 1	August 14	September 19	September 12	September 26	September 7
September 1	September 11	October 17	October 10	October 24	October 5
October 2	October 10*	November 21	November 14	November 28	November 2
November 1	November 13	December 19	December 12	-----	December 7
December 1	December 11	January 16, 2024	January 9, 2024	January 23, 2024	January 4, 2024

\*October 10 is a Tuesday. \*\*May 24 is a Wednesday. June 28 is a Wednesday.

*\* 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 2<sup>nd</sup> meeting of the following month. Continued applications will be reviewed at the 1<sup>st</sup> meeting of the following month.

# *Town of Canandaigua*

5440 Routes 5 & 20 West

Canandaigua, NY 14424

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

## **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.

# Town of Canandaigua

5440 Routes 5 & 20 West  
Canandaigua, NY 14424

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

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)

