

# *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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## **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.



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

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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.

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***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***

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*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.***

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(Signature of Property Owner)

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(Date)

