

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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2016 Board Calendar

Meeting dates are subject to change

** All Applications are due by 12:00pm on deadline day**

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 6:30 PM	
FRIDAY	MEETING DATE	MEETING DATE	MEETING DATES	
December 11, 2015	December 14, 2015	January 19, 2016	January 12, 2016	January 26, 2016
January 15	January 19	February 16	February 9	February 23
February 12	February 16	March 15	March 8	March 22
March 11	March 14	April 19	April 12	April 26
April 15	April 18	May 17	May 10	May 24
May 13	May 16	June 21	June 14	June 28
June 17	June 20	July 19	July 12	July 26
July 15	July 18	August 16	August 9	August 23
August 12	August 15	September 20	September 13	September 27
September 16	September 19	October 18	October 11	October 25
October 14	October 17	November 15	November 9*	November 29**
November 10	November 14	December 20	December 13	----
December 16	December 19	January 17, 2017	January 10, 2017	January 24, 2017

*Meeting date moved back one day due to Election Day

**Meeting date moved back one week due to Thanksgiving holiday

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 2nd meeting of the following month. Continued applications will be reviewed at the 1st meeting of the following month.

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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?

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)

