

Town of North Collins

ZONING BOARD OF APPEALS APPLICATION INSTRUCTIONS

Application Requirements:

1. Prior to seeking a variance from the ZBA, the Applicant (Property Owner) must receive a denial from the Building Inspector for a paid building permit.
2. Completed application must be submitted to the Town Clerk's Office accompanied by all necessary documentation and the proper application fee.

Documentation required:

- ZBA Application completed
- Applicant's letter of intent (Explanation of the reason for the variance, specifically stating hardship)
- Sketch, drawing, plan showing all dimensions of the structure that requires a variance and any other information as may be necessary (ex: photos of property)
- Most recent survey of the property involved with the location of all existing structures and proposed structures. This also must include all dimensions of structures, setbacks and distance from property lines.

Fee required: \$150.00 (This fee includes Advertisement of Legal Notice for Public Hearing)

ZBA Hearing:

- The Town Clerk will notify the ZBA when the completed application and all required information is submitted.
- The ZBA will set a meeting date.
- The Town Clerk will place a Legal Notice in the approved paper, advertising the meeting and will notify the property owner as well as all adjacent property owners the date, time and place of the meeting. (All ZBA meetings are open to the public.)
- The property owner will make their case before the ZBA and answer any questions during the meeting.
- The ZBA will make their decision either at the end of the meeting or after further information is gathered and will notify the applicant.



Town of North Collins

ZONING BOARD OF APPEALS APPLICATION FORM

I. TYPE OF REQUEST:

_____ **AREA VARIANCE** (Allows a deviance from the zoning code's dimensional standards.)

_____ **USE VARIANCE** (Allows the property to be used in a way that local zoning code prohibits.)

II. APPLICANT (PROPERTY OWNER) INFORMATION:

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

III. PROPERTY INFORMATION:

Property Address _____

SBL# _____

Property Size (in acres) _____ Property Frontage (in feet) _____

Zoning District _____ Surrounding Zoning _____

Current Use of Property _____

IV. REQUEST DETAIL:

_____ Variance from Ordinance Section(s) # _____

_____ Use Variance for: _____



