



**CITY OF COHOES
BUILDING & PLANNING**

97 Mohawk Street
Cohoes, NY 12047
Telephone (518)233-2148
Email sbutler@ci.cohoes.ny.us

**Area Variance
Application**

*Fee: Please visit the City of Cohoes' **Schedule of Fees***

Date: _____

In accordance with **Article III of the Cohoes City Code**, the Cohoes Zoning Board of Appeals shall review area variance applications when an applicant believes that applicable zoning regulations and restrictions have caused an unnecessary hardship. In order to prove such unnecessary hardship the applicant shall demonstrate to the Board of Appeals that for each and every permitted use under the zoning regulations for the particular district where the property is located.

JOB SITE ADDRESS: _____

PERMIT APPLICANT: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

PROPERTY OWNER: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

GENERAL CONTRACTOR: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

ARCHITECT OR ENGINEER OF RECORD: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

➤ WHY IS AN AREA VARIANCE REQUIRED (REFER TO APPROPRIATE SECTION(S) OF the ZONING CODE): _____

PLEASE CONTACT THE CITY PLANNER AS NOT ALL AREA VARIANCE APPLICATIONS WILL REQUIRE THE FOLLOWING

➤ DETAILED SITE PLANS OR OTHER DOCUMENTS DETAILING THE PROJECT ARE ATTACHED: YES ____ NO ____

➤ AN APPROPRIATE SEQR FORM TO BE ATTACHED: YES ____ NO ____

a. THE **SHORT FORM** MAY BE USED FOR SMALL ADJUSTMENTS THAT DO NOT IMPACT THE ENVIRONMENT, OTHERWISE KNOWN AS A TYPE II PROJECT. HOWEVER, **THE FULL ENVIRONMENTAL ASSESSEMENT FORM** IS REQUIRED FOR TYPE I AND UNLISTED PROJECTS. THE PLANNING OFFICE CAN HELP DETERMINE YOUR SEQR CLASSIFICATION.

➤ PHOTOGRAPHS OF EXISTING CONDITIONS ATTACHED: YES ____ NO ____

Per New York State and Cohoes law, applicants must satisfactorily answer as many of the following questions as they can in order to be considered for an area variance from the Cohoes Zoning Code. Please review the **Guide to NYS Variances** should you want a more detailed overview of the variance process.

The benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety, and welfare of the neighborhood or community by such grant; _____

Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance; _____

Whether the benefit sought by the applicant can be achieved by some other method feasible for the applicant to pursue, other than an area variance; _____

Whether the requested area variance is substantial; _____

Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; _____

Whether the alleged difficulty was self-created: _____

Application is hereby made to the Building & Planning Department for the review of an area variance application as herein described, pursuant to provisions of the City Code of the City of Cohoes. The owner and the applicant agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections. The following regulations shall apply:

- This application shall be completed and signed by the property owner and the applicant, and submitted to the Planning & Building Department.
- This application must be accompanied by an electronic and paper copy of the following:
 - **10 sets of detailed site plans in 24"x36" format to include:**
 - (a) Existing and proposed buildings or structures on the lot and their distances to one another as well as to the lot lines and all other pertinent details of the property.
 - (b) Existing and proposed drainage, utilities, and other natural features including, but not limited to, wetlands, floodplains and wooded areas.
 - (c) Temporary and permanent sediment and erosion control measures, proposed grading and drainage features.
 - **An appropriate SEQR form.**
 - **Photographs of existing conditions.**
- Fees required by the City Code and as calculated by the Planning & Building Department, shall be paid by check, money order, cash, or card.
- Work covered by this application shall not commence prior to Planning Board approval and does not encompass work that would otherwise be required by a building permit.
- Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the Planning & Building Department, including any required fees.
- The approval is effective for one year from the date of issuance.

Rules and Acknowledgments

All work shall conform to the City of Cohoes Rules and Regulations, and must be completed within one year of receiving approvals.

I, the undersigned, understand that the permit which may be issued pursuant to this application is issued on the assumption that all of the representations made on this permit application are true and accurate. I have read and understand the provisions of the Cohoes City Zoning Code, NYS Building Code and related Rules and Regulations and will comply with said requirements. I understand that if any of the information on this form is found to be untrue or inaccurate, or if the work initiated pursuant to a permit granted based on the representations made on this application is not completed in accordance with the representations made on this permit application, then the permit may be revoked without notice to myself, the contractor, or any other party.

SIGNATURE OF APPLICANT _____ **DATE:** _____

SIGNATURE OF PROPERTY OWNER _____ **DATE:** _____

FOR STAFF USE ONLY:

DATE/TIME APPLIED _____ **RECEIVED BY** _____

ZONING OFFICER APPROVAL _____

DATE ISSUED/DENIED _____ **EXPIRATION DATE** _____
