



TOWN OF GUILDERLAND CHECKLIST FOR VARIANCE

RETURN TO:

Zoning Administrator
P.O. Box 339
Guilderland, NY 12084
(518) 356-1980

FEES:

Commercial - \$200
Residential - \$100
(payable to Town of Guilderland
prior to scheduling public hearing)

APPLICANT INFORMATION:

Name: _____
Address: _____
_____ Zip: _____
Daytime Phone #: _____
Email: _____
Date: _____

PROPERTY INFORMATION:

Owner: _____
Location: _____
Tax Map #: _____
Zoning: _____
Acreage: _____

TO BE SUBMITTED:

1. 1 paper copy and 1 digital copy of application.
2. Copy of conditional purchase contract or rental agreement if applicable.
3. 1 paper copy and 1 digital copy of the project narrative, containing the reasons necessitating the need for a variance and a brief detailed project description.
4. Architectural drawings of proposed project (if applicable).
5. 1 paper copy and 1 digital copy of survey or plot plan showing proposed project with:
 - side setback
 - front and rear setbacks
 - all existing buildings
 - location of proposed construction
 - total size of parcel
 - all topographic elevations necessary to show proposed variance

OTHER AGENCY APPROVALS OR RECOMMENDATIONS AS REQUIRED:

1. Town Water and Wastewater Management - (518) 456-6474
2. Town Highway Department - (518) 861-5108
3. NYS Department of Transportation - (518) 765-2841
4. Albany County Health Department - (518) 447-4631
5. Albany County Planning Board - (518) 447-5660

APPLICATION AND APPEAL TO THE ZONING BOARD OF APPEALS FOR A VARIANCE, SPECIAL USE PERMIT OR AN INTERPRETATION OF THE ZONING ORDINANCE OR ZONING MAP.

To Zoning Administrative Officer
Of the Town of Guilderland

Date: _____

To the Zoning Board of Appeals
Of the Town of Guilderland

I, _____ of _____
hereby appeal from the decision of the Zoning Administration Officer on my
application for zoning permit and hereby apply to the Zoning Board of Appeals for:

Please check ALL that apply:

☐ An Interpretation of the Zoning Ordinance or Zoning Map
Reason for request: _____

☐ A Special Use Permit under the Zoning Ordinance or Zoning Map
Type of use requested: _____

☐ A Variance to the Zoning Ordinance or Zoning Map
Reason for request: _____

Location of property:

Address: _____ Zoning: _____

Applicant shall complete form outlining conditions from Section 267-b of New York State Town Law pertaining to area variances.

The applicant hereby certifies to be the owner on record of the above property or has been duly authorized in writing by the owner of record to make this application.

Signature of Applicant

AREA VARIANCE CONDITIONS:

The Zoning Board of Appeals will not consider any application for an area variance complete until the following application is completed in full and submitted to the Zoning Department. The Zoning Board of Appeals will evaluate the applicant's responses and determine whether the applicant has adequately met the conditions for an area variance. The applicant is encouraged to attach additional sheets if necessary to fully answer the questions. The following conditions for an area variance are from Section 267-b of the New York State Town Law.

1. 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;

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

3. Whether the requested area variance is substantial;

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

5. Whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the Zoning Board of Appeals, but shall not necessarily preclude the granting of the area variance:

PROJECT NARRATIVE:

Please clearly describe what you want to build or alter.

State what is required by Code and how your project requires relief from the Code.

Include any additional information supporting the conditions on page 3.

Reference any additional exhibits submitted beyond the required list.

Signature

Date