

ZONING BOARD OF APPEALS CHECKLIST FOR AREA VARIANCE APPLICATION

Please provide the following information when applying for a variance from the Zoning Board of Appeals. Applications must be submitted at least **21 days** prior to the meeting date to allow for Building Department review. **Applications will not be accepted until all items on checklist are completed.**

Applicant Name & Proposed Variance Property Address:

Zoning District: _____

SBL: _____

OF AREA VARIANCES REQUESTED: _____

1. _____ Submit an accurate property survey
2. _____ Submit a written description of the proposed scope of work/project
3. _____ Submit a completed Zoning Board of Appeals application
4. _____ Submit contact information for applicant (phone number)
5. _____ Submit a completed plot plan depicting proposed scope of work

For Office Only:

1. _____ Section of Local Code the variance pertains to
2. _____ Proposed plans and specification required depending upon scope of work after variance approval

ADDITIONAL INFORMATION/FURTHER EXPLANATIONS:

TOWN OF HAMBURG
AREA VARIANCE APPLICATION

NOTICE TO APPLICANTS: THE ZONING BOARD OF APPEALS WILL NOT HEAR YOUR APEEAL UNLESS YOU HAVE ANSWERED ALL THE QUESTIONS IN THE APPLICATION AND PROVIDED THE DOCUMENTS REQUESTED.

To grant you an area variance, the Zoning Board of Appeals (ZBA) must consider the benefit of the variance to you as weighed against the detriment of health, safety and welfare of your neighbor or the community. In making this determination, the ZBA will review the information and documents you provide with this application and other evidence you and/or others present at a hearing to be held by the Board.

If an area variance is granted, the ZBA can only grant the minimum variance deemed necessary and adequate while preserving and protecting the character of the neighborhood and health, safety and welfare of the community.

The ZBA may impose reasonable conditions and restrictions on the variance.

DATE: _____

APPLICATION #: _____

ADDRESS:

OWNER/REPRESENTATIVE: _____

1. Describe all feasible methods you could pursue, other than an area variance, to achieve your purpose.

2. Describe any undesirable changes in your neighborhood and/or any detriment to nearby properties that will be created by the granting of the requested area variance.

3. Describe whether you feel your request is substantial.

4. Describe whether the granting of the requested area variance will have adverse physical or environmental effects.

5. Describe any way that the alleged difficulty is self-created. (E.g. did you know about the problem when you purchased the property?) This consideration shall not necessarily preclude the granting of the area variance.

A copy of your property survey showing your proposed modification (accurate measurements are important) must be attached to this application.

Any additional pictures/diagrams/etc. that you can provide will be helpful. These may be submitted with this application and/or brought to the hearing.