

**TOWN OF IRONDEQUOIT
APPLICATION TO THE ZONING BOARD OF APPEALS**

PROJECT ADDRESS: _____

ZONING DISTRICT: _____ **TAX ID:** _____

PROPERTY OWNER: _____ **PHONE:** _____

OWNER ADDRESS: _____ **ZIP CODE:** _____

OWNER EMAIL ADDRESS: _____

APPLICANT: _____ **PHONE:** _____

APPLICANT ADDRESS: _____ **ZIP CODE:** _____

APPLICANT EMAIL ADDRESS: _____

AGENT: _____ **PHONE:** _____

AGENT ADDRESS: _____ **ZIP CODE:** _____

AGENT EMAIL ADDRESS: _____

DESCRIPTION OF PROJECT AND VARIANCE(S) REQUESTED: _____

APPLICANT'S OR AGENT'S SIGNATURE _____ **DATE** _____

**NOTE: BY SIGNING THIS APPLICATION, YOU ARE IN ACKNOWLEDGEMENT THAT A ZONING BOARD MEMBER AND/OR STAFF
WILL BE VISITING YOUR PROPERTY.**

(Do Not Write Below This Line/Official Use Only)

	Fee	\$ _____		Date of Hearing	_____
I	USE VARIANCE	_____	TYPE OF USE	_____	
II	SPECIAL USE PERMIT	_____		_____	
III	AREA VARIANCE	_____		_____	

<u>TYPE OF APPEAL:</u>	<u>CODE REQUIREMENT</u>	<u>REQUEST</u>	<u>VARIANCE</u>
_____ Setback	_____	_____	_____
_____ Front	_____	_____	_____
_____ Corner Front	_____	_____	_____
_____ Rear	_____	_____	_____
_____ Side	_____	_____	_____
_____ Lot Coverage	_____	_____	_____
_____ Parking	_____	_____	_____
_____ Signage	_____	_____	_____
Other _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUBMISSION REQUIREMENTS FOR APPLICATIONS:

- **1 copy** – Completed application form.
- **1 copy** -- PROOF OF: Ownership, accepted Purchase Offer, Lease or Written Consent from property owner is required to make application.
- Electronic file of entire submission emailed to mnichols@irondequoit.org, if able.
- **12 COMPLETE SETS TO INCLUDE:**
 - LETTER OF INTENT (See below for details)
 - SHORT ENVIRONMENTAL ASSESSMENT FORM (if applicable)
 - INSTRUMENT SURVEY MAP SHOWING: (if applicable)
 - Lot dimensions & area.
 - Building lot coverage existing and proposed.
 - All existing and proposed structures, fences, pavement etc., & their dimensions.
 - Existing & proposed setbacks.
 - Existing natural features: Trees, Streams, Steep Slopes, Wetlands & Flood Plains.
 - FLOOR PLANS, CROSS SECTIONS, SIGN SKETCH, SITE PLAN, & ELEVATIONS (if applicable)

THE LETTER OF INTENT FOR AREA & USE VARIANCES:

The letter of intent addressed to the Zoning Board of Appeals shall include the following:

1. The date of application, address of the property, and signature of applicant or agent.
2. A description of the proposed project or use. Applications for construction should include the dimensions, height, area, materials of construction, & purpose of any proposed project.
3. Each Area Variance requested must be clearly stated, i.e. the proposed rear setback will be 27' as opposed to the 30' minimum required.
4. The Area or Use Variance factors below should be included in the Letter of Intent.

AREA VARIANCE: Area Variance Test is a balancing of interests. Balance the benefit to the Applicant if the Area Variance is granted versus the burden to the Health, Safety and General Welfare of the community and its residents.

Five Factors Must be Considered When Deciding to Grant an **Area Variance:**

1. Possible change to neighborhood character. Will the granting of the variance result in an undesirable change to the character of the neighborhood or will it be detrimental to nearby properties?
2. Are there alternative solutions that would not require a variance? An applicant should present his/her reasons for choosing one alternative over another, i.e. better view, better internal pattern, cheaper construction, better overall aesthetics.
3. Consider whether the requested area variance is substantial, i.e. amount of variance requested, magnitude of variance requested.
4. Consider whether the area variance will have an adverse effect on physical or environmental conditions in the neighborhood or district, i.e. block a view, cause a drainage problem, impact a wetland, cause a parking shortage.
5. Is the situation self-created? (Because it is self-created, the granting of the variance is not precluded.)

USE VARIANCE: A Use Variance is required for an Applicant to use land for a purpose not allowed in the Zoning regulations. The alternative would be to Re-zone the property. No use variance will be granted without a showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship.

A Four-Part Test Must be Applied When Deciding to Grant a **Use Variance**

1. No reasonable return on investment
2. Unique circumstances
3. Not self-created
4. No change in the character of the neighborhood

The applicant must pass **EVERY** test for a Use Variance.

SPECIAL USE PERMITS: A Special Use Permit is required for an Applicant for keeping of animals and poultry pursuant to Section 235-70 of Irondequoit Town Code. The letter of intent addressed to the Zoning Board of Appeals should include the following:

1. The date of application, address of the property and signatures.
2. Description of the animal(s), type and number that is proposed to be harboured on the property within the coop and not free range.
3. Explain any relevant factors, if any danger to neighbouring properties, noise or offensive emission of odours or fumes, any detriment to the health, safety, morals or the general welfare of the community and whether such use is appropriate to the location.
4. Describe where on the property and how the animals will be cared for including the storage of food.
5. A Building Permit will be required for the coop and run being construction on the property. (Revised: 04/2026)

Any questions regarding Zoning Board Applications may be addressed to the Department of Planning and Zoning.

Email: zoningboard@irondequoit.gov
Phone: 585-336-6017

Required Sign Posting: A public hearing sign provided by the Town must be posted on the property at least ten (10) days prior to the scheduled hearing. All public hearing signs must be returned to the Town after the hearing has closed. Failure to return the sign will result in the applicant being billed for replacement (\$25.00).