

VILLAGE OF FAYETTEVILLE
ZONING BOARD OF APPEALS
425 EAST GENESEE STREET
FAYETTEVILLE, NY 13066

PLEASE READ THE FOLLOWING CAREFULLY:

The Zoning Board of Appeals (ZBA) normally meets the third Monday of the month, although this schedule is subject to change. In order for your application to be placed on the ZBA's agenda, you must file your complete application with the Village Clerk at least two weeks before the meeting will be held. The placement of your application on the meeting agenda is subject to both caseload, the evaluation of your application under the NYS Environmental Quality Review Act, and the requirements for referral to the Onondaga County Planning Agency.

Please type or print your application. Please submit an original of the application and ten (10) copies.

The zoning board of appeals reserves the right to limit the number of cases it hears at any one meeting to the first applications received. Additional applications may be delayed until a later meeting, despite submissions prior to a filing deadline. AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED AT ALL.

Once an application has been scheduled for a public hearing, a notice of this public hearing will be published in a local newspaper, and may be mailed to the applicant. The application will be open for inspection at the village clerk's office.

Unless otherwise notified, all meetings at which public hearings are to be held will begin at 7:00 PM in the Village Hall, 425 E. Genesee Street, Fayetteville. **The applicant or an authorized representative must attend the public hearing to explain the case or variance request to the Zoning Board of Appeals.** While not required by law, the ZBA recommends that owners of neighboring properties be contacted by the applicant with respect to any proposed variance. An applicant may wish to present the Board with the neighbor's opinions, either verbally or in writing.

VARIANCE SUBMITTAL REQUIREMENTS
(Incomplete applications will be rejected.)

1. Ten (10) copies of an accurate survey map of the property drawn by a licensed land surveyor. The survey must designate existing structures and proposed structures or additions (to scale). The survey must also show driveways and/or parking spaces. The distances from the rear line, front line, and side lines to the closest point on the primary structure must be shown. Distances from accessory or secondary structures to boundary lines should be shown as appropriate.
2. Ten (10) copies of the completed application form and attachments as detailed in #3.
3. Site plan; floor plans, if applicable; parking plan, if applicable; photos. Please attach a site plan of the property, drawn to scale, showing the dimensions of the lot, all existing buildings, and the exact size and location of the proposed construction, including the dimensions from the front, side, and rear boundaries of the lot.
4. Environmental Assessment Form (Page 1 must be completed by the applicant, if the short form is used.).
5. Fee of \$ 125 for area variance; \$500 for use variance.

The application may be either mailed or delivered in person to the address at the top of the page.

RECEIVED BY: _____ DATE: _____