

VILLAGE OF OWEGO

ZONING BOARD OF APPEALS APPLICATION FORM AND INSTRUCTIONS

Please Read Carefully

The Zoning Board of Appeals (ZBA) has the power to issue interpretations of the Zoning Code and to grant area variances, use variances and use permits.

Application requirements:

1. Prior to seeking a variance from the ZBA, the Applicant/Property Owner must receive a denial from the Code Enforcement Officer for a building permit, a decision from the Code Enforcement Officer, or a referral from the Planning Board or Village Board.
2. Completed applications must be submitted a minimum of 10 days prior to the next scheduled meeting of the ZBA. The ZBA meets the last Wednesday of each month at 6:00 PM.
3. All applications must be accompanied by the proper application fee. ZBA application fee is \$_____. Checks made payable to Village of Owego.
4. If the applicant/petitioner is not the property owner, an owner authorization form must be submitted.
5. Submit one (1) original and five (5) copies of the following information:
 1. ZBA application with all questions answered.
 2. Petitioner's letter of intent.
 3. For variances and special permits, the following additional information:
 - Sketch, drawing, plan or brochure showing all dimensions of the structure that requires a variance and any other information as may be necessary (ex: photos of the property).
 - Survey prepared by a licensed surveyor, licensed architect or professional engineer showing the property involved and the location of all existing structures and proposed structures. All setback measurements must be shown on the survey.
 - A site plan showing the proposed structure and all dimensioning including distance from property lines and roadways, driveways, wells, septic, drainage ditches and any other features relevant to the variance being requested.
 - Description of all deed restrictions or covenants applying to the property.
 - Short Environmental Assessment Form (SEQRA) – Part I completed by applicant.

Incomplete applications will not be accepted for review.

Attendance at the Hearing:

The property owner, applicant, owner/applicant's attorney, engineer and/or architect or a duly authorized person must attend the public hearing.

CASE NO. _____

DATE _____

**Village of Owego Zoning Board of Appeals
20 Elm Street, Owego, New York**

Zoning Board of Appeals Application Form

I. TYPE OF REQUEST

AREA VARIANCE

SPECIAL USE PERMIT

REZONING

USE VARIANCE

INTERPRETATION

II. APPLICANT/PETITIONER

Applicant's Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____ Email _____

Interest in the property (ex: owner/purchaser/developer/renter) _____

III. PROPERTY OWNER INFORMATION (If different from applicant information.)

Property Owner(s) Name(s) _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____ Email _____

III. PROPERTY INFORMATION

Property Owner(s) Name(s) _____

Tax Map Number _____

Property Size in Acres _____ Property Frontage in Feet _____

Zoning District _____ Surrounding Zoning _____

Current Use of Property _____

IV. REQUEST DETAIL (check all that apply)

Area Variance(s) for _____

Use Variance for _____

Special Use Permit for _____

Interpretation of _____

Rezoning from ___ to ___ _____

V. SIGNATURES (This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property and applying for a variance or special permit, a separate owner authorization form must be submitted)

Signature of Applicant/Petitioner

Print name of Applicant/Petitioner

Please turn to Page 4 to continue completing application.

For Office Use Only:

Date Received: _____ Receipt # _____

Application Reviewed By: _____

Hearing Publication Date: _____

ZONING CODE SECTIONS

This appeal is requested pursuant to Chapter 195 and:

Article _____ Section _____ Subsection _____ Paragraph _____
Article _____ Section _____ Subsection _____ Paragraph _____
Article _____ Section _____ Subsection _____ Paragraph _____

REVIEWS

The following Boards need to review this request/appeal:

Village Board of Trustees Meeting Date _____
Village Planning Board Meeting Date _____
Village Zoning Board of Appeals Meeting Date _____
OHPC Meeting Date _____
Tioga County Planning Board Meeting Date _____

PREVIOUS APPEAL(S):

A previous appeal to the Zoning Board of Appeals () has () has not been made with respect to this property.
Previous appeals: (if applicable)

Date: _____ Type of Appeal: _____ Granted Denied
Date: _____ Type of Appeal: _____ Granted Denied

TO BE COMPLETED ONLY WHEN AN AREA VARIANCE IS BEING REQUESTED:

An **Area Variance** is requested because the applicable regulations and restrictions in the Zoning Code of the Village of Owego have caused unnecessary hardship as demonstrated by the following:

1) Explain why you believe this request will **not** create an undesirable change in the character of the neighborhood or a detriment to nearby properties if the Zoning Board of Appeals grants you the area variance(s): _____

2) Explain why you believe this request will **not** have an adverse effect or impact on the physical or environmental conditions in the neighborhood or zoning district if the Zoning Board of Appeals grants you this area variance(s): _____

3) Is the requested area variance(s) substantial? _____

4) Could you pursue some other method than an area variance to resolve your problem? _____

5) Is your request for an area variance a result of you own actions/self-created? (which shall not necessarily preclude the granting of an area variance) Please explain: _____

