

**TOWN OF GUILDERLAND
BUILDING DEPARTMENT**

Guilderland Town Hall
PO Box 339, Route 20
Guilderland, NY 12084
Ph: 518-356-1980

CHECKLIST FOR VARIANCE

RETURN TO:

Zoning Administrator
PO Box 339
Guilderland, NY 12084

FEES:

Commercial: \$200.00
Residential: \$100.00
(payable to Town of Guilderland
prior to scheduling a public hearing)

Applicant Information

Name: _____

Address: _____

Daytime Phone #: _____

Date: _____

Email: _____

Property Information

Owner: _____

Location: _____

Tax Map #: _____

Zoning: _____

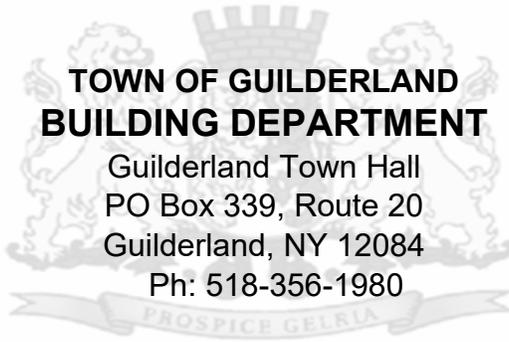
Acreeage: _____

TO BE SUBMITTED:

1. **12 copies** of the application
2. Copy of conditional purchase contract or rental agreement if applicable
3. **12 copies** of the project narrative containing the following: reasons which necessitate the need for a variance including a brief detailed description of the project
4. Architectural drawings of proposed project (if applicable)
5. **12 copies** 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 |



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**Application and Appeal to the Zoning Board of Appeals for a Variance,
Special use Permit, Interpretation of the Zoning Ordinance or Zoning Map**

To the 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:

- An interpretation of the Zoning Ordinance or Zoning Map
- A Special Use Permit under the Zoning Ordinance or Zoning Map
- A Variance to the Zoning Ordinance or Zoning Map

1. Location of property

Address: _____ Zoning: _____

2. Interpretation of the Zoning Ordinance is requested because:

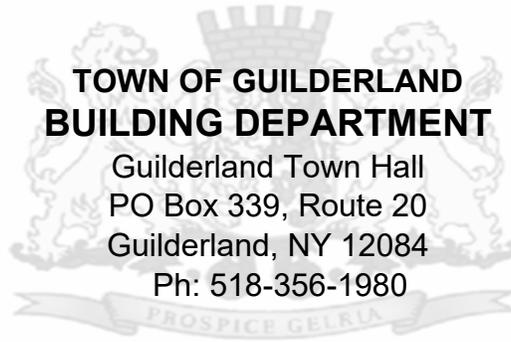
3. Special Use Permit required for the following type of use:

4. Variance to the Zoning Ordinance is requested for:

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

The applicant hereby certifies that he or she is the owner of 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 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; and

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:
