

Zoning Board of Appeals

APPLICATION INSTRUCTIONS

- I. **NOTE:** Before an application can be considered by the Village of Liverpool Zoning Board of Appeals, the applicant (property owner) must provide 9 copies of each of the following at least two (2) weeks before the public hearing date (some items may not apply to your project):
 - a) APPLICATION – correctly completed and signed by applicant
 - b) PROPERTY SURVEY – drawn to scale and representing property as it currently exists
 - c) SITE PLAN – drawn to scale, maximum 1” = 50’ of the proposed project
 - d) FLOOR PLANS – drawn to scale, showing proposed layout
 - e) EXTERIOR SIGNAGE DRAWING – showing all existing and proposed signage
 - f) SHORT ENVIRONMENTAL ASSESSMENT FORM – completely filled out and signed
 - g) APPLICATION FEE – must accompany application. Fee is non-refundable
- II. The applicant for an area or use variance shall notify by certified mail all property owners within 200 feet of the subject property at least five days prior to the public hearing and shall furnish the Zoning Board of Appeals with post office receipts prior to the public hearing as proof of notification.
- III. The applicant must appear in person or by agent. If an agent is to appear, the applicant must submit a notarized letter authorizing the agent to represent them in all matters and decisions related to the appearance.
- IV. Public hearings are scheduled to be held at the regular monthly meetings of the Zoning Board of Appeals on the 4th Monday of each month at:

Liverpool Village Hall
310 Sycamore Street
Liverpool NY 13088-4943

Applicants or their agents are required to attend the public hearing, ready to prove the need for the granting of the variance or the purpose of the interpretation. See attached pages of guidelines for variance information.

For additional information, please contact the Code Enforcement Officer at:
(315) 457-3441 X4

-office use only-	
Date submitted:	Case # :
Receipt:	Hearing Date:

APPLICATION

Village of Liverpool Zoning Board of Appeals

Fee: \$50.00 (*non-refundable*)

Address of property: _____ Liverpool NY 13088

Tax Map # 314801 - _____ . - _____ - _____

Zoning District _____

Applicant Name _____

Applicant Address _____

Applicant Phone _____

D.B.A. _____

Property Owner Name _____

Property Owner Address _____

Property Owner Phone _____

Name of Contact Person _____

Contact Person Address _____

Contact Person Phone _____ Fax # _____

The undersigned hereby appeals to the Zoning Board of Appeals in regards to the application for building permit denied by the Code Enforcement Officer dated _____.

The undersigned hereby makes application for (check one)

interpretation area variance use variance floodplain management variance
of the Zoning Local Law, section _____.

Explain reason for variance and fully describe any proposed change or use:

Signature of Applicant X _____