

# OGDEN ZONING BOARD OF APPEALS MEETING SUBMITTAL INFORMATION

The next Zoning Board of Appeals meeting that is available for your submittal is: \_\_\_\_\_

**Deadline** of fees and ALL paperwork (*outlined below*) is: \_\_\_\_\_

Fee for this submission (*as described to B.D. personnel*) is: \_\_\_\_\_

\* **PLEASE NOTE:** The Zoning Board Secretary reserves the right to close the submittal deadline earlier than the posted date should the number of applications become excessive

## **Paperwork Submittal Requirements:**

- **9 copies** of subject property **Instrument Survey** (*noting requested structure placement, if applicable*)
- **9 drawings or photographs** of requested variance issue (*i.e. sign, shed, fence, etc.*)
- Completed Application - (*to be filled out in the Building Dept. & signed by the applicant **and** the property owner*)
- Applicable Fees

**- SOME APPLICATIONS MAY REQUIRE ADDITIONAL DOCUMENTATION -**

**\*\*If applying for a Conditional Use Permit, Special Use Permit, In-Home Occupation Permit or Use Variance, please complete Part 1 of the Short EAF form.\*\***

**Meetings are held in the Main Meeting Room in the Town Hall at 7:00 p.m. on the first Thursday of each month**

**ZONING BOARD OF APPEALS**  
*For Variances and Special Permits*

\_\_Town of Ogden    \_\_Village of Spencerport

**Subject Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Tax I.D. Number:** \_\_\_\_\_

**Subdivision & Lot No.:** \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #** \_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #** \_\_\_\_\_  
\_\_\_\_\_

***Please Describe:***

(Include sizes; including height, construction materials and any other information that Zoning Members may find helpful)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Appeal Description:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*As owner or legal agent of the owner I do hereby swear that all of the statements, descriptions and signatures appearing on this application are true and accurate to the best of my knowledge.*

\_\_\_\_\_  
*Applicant*

\_\_\_\_\_  
*Property Owner*  
*(Must be signed if NOT Applicant)*

*Hearing Date:* \_\_\_\_\_ *Date Paid:* \_\_\_\_\_ *Amount: \$* \_\_\_\_\_ *Received by:* \_\_\_\_\_

**\*\*Please note that once this application has been initiated only a partial refund, 50% of the fee paid, will be available for an application withdrawn prior to the meeting.**

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