

PROCEDURE FOR APPLYING TO THE ZONING BOARD OF APPEALS FOR A VARIANCE TO THE SIGN REGULATIONS

The Zoning Board of Appeals usually meets on the second and fourth Thursdays of the month in the Town Board Room, located in the building that houses the Town Clerk, Police Department and Justice Court.

The following information must be submitted to the Code Enforcement Department as soon as possible preferably at least 15 days prior to a meeting date.

1. **1 copy** - Completed application
2. **7 copies** - Accurate, complete plans, designs and photographs total.

These should be drawn clearly, accurately and be of professional quality. The information must show dimensions and indicate what is required to meet the Code and what is being requested. If location on a property is being discussed, it is best to use a property survey! All measurements must be made from property lines. NO measurements are to be noted from curbs or the center of the road!

3. **7 copies** - Descriptive letter

This letter should be addressed to Chairman of the Zoning Board of Appeals. The letter should also contain; Specific and complete information regarding your particular request. Answer questions like, what you are requesting, why you are requesting the Zoning Board action, what problems you will encounter if required to conform to the Code, etc.

4. Check for the proper fee: **Town of Vestal Appeals Board**

A public hearing may be required. If one is required, it will be advertised in the legal section of the newspaper, and for all requests, we notify the neighboring property owners by letter, so they may attend this meeting.

You will be notified of the date and time that your hearing will be scheduled. Please be present, or have a representative present to answer questions that the Board may have.

Please be advised that meeting agendas may be full and you may not be scheduled on your requested date, so early submittal is suggested.

If you have other questions, please contact the Code Enforcement Department.

ZONING BOARD OF APPEALS INFORMATION REGARDING SIGN VARIANCE REVIEWS

Variations may be granted by the ZBA if in its judgment it finds that the variance sought will not be disproportionate, excessive, repetitive, injurious to the environment or otherwise detrimental to the public welfare.

In presenting your request to the Board, please take note of the details that the Board will consider in reviewing your request.

The board will review and consider the following:

- 1) Whether the applicant has other means to achieve the goal or benefit.
- 2) Whether this difficulty is self-created due to choice of building, location, lot, architecture or myriad of existing signs.
- 3) Whether the impact on the visual environment will be adversely effected.
- 4) Whether the very minimum amount of variance is being requested.
- 5) Whether an undesirable change will be produced for neighbors, by granting a variance.

The ZBA may impose any conditions which it deems necessary to carry out the provisions of this Article.

The Zoning Board of Appeals may solicit advice from the Planning Board, Town Board, code enforcement official or other knowledgeable person or organization to gather information for making a decision.