

**TOWN OF IRONDEQUOIT**  
**APPLICATION TO THE ZONING BOARD OF APPEALS**

PROJECT ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ TAX ID: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OWNER EMAIL ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

APPLICANT EMAIL ADDRESS: \_\_\_\_\_

AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

AGENT ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

AGENT EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROJECT AND VARIANCE(S) REQUESTED: \_\_\_\_\_

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APPLICANT'S OR AGENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: BY SIGNING THIS APPLICATION, YOU ARE IN ACKNOWLEDGEMENT THAT A ZONING BOARD MEMBER AND/OR STAFF WILL BE VISITING YOUR PROPERTY.**

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(Do Not Write Below This Line/Official Use Only)

Fee \$ _____	Date of Hearing _____		
I USE VARIANCE _____	TYPE OF USE _____		
II SPECIAL USE PERMIT _____	_____		
III AREA VARIANCE _____	_____		
<b><u>TYPE OF APPEAL:</u></b>	<b><u>CODE REQUIREMENT</u></b>	<b><u>REQUEST</u></b>	<b><u>VARIANCE</u></b>
Setback	_____	_____	_____
Front	_____	_____	_____
Corner Front	_____	_____	_____
Rear	_____	_____	_____
Side	_____	_____	_____
Lot Coverage	_____	_____	_____
Parking	_____	_____	_____
Signage	_____	_____	_____
Other _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **SUBMISSION REQUIREMENTS FOR APPLICATIONS:**

- **1 copy** – Completed application form.
- **1 copy** -- PROOF OF: Ownership, accepted Purchase Offer, Lease or Written Consent from property owner is required to make application.
- Electronic file of entire submission (either on a zip drive or emailed to mnichols@irondequoit.org).
- **12 COMPLETE SETS OF PLANS TO INCLUDE:**
  - LETTER OF INTENT (See below for details)
  - SHORT ENVIRONMENTAL ASSESSMENT FORM (if applicable)
  - INSTRUMENT SURVEY MAP SHOWING: (if applicable)
    - Lot dimensions & area.
    - Building lot coverage existing and proposed.
    - All existing and proposed structures, fences, pavement etc., & their dimensions.
    - Existing & proposed setbacks.
    - Existing natural features: Trees, Streams, Steep Slopes, Wetlands & Flood Plains.
  - FLOOR PLANS, CROSS SECTIONS, SIGN SKETCH, SITE PLAN, & ELEVATIONS (if applicable)

### **THE LETTER OF INTENT FOR AREA & USE VARIANCES:**

The letter of intent addressed to the Zoning Board of Appeals shall include the following:

1. The date of application, address of the property, and signature of applicant or agent.
2. A description of the proposed project or use. Applications for construction should include the dimensions, height, area, materials of construction, & purpose of any proposed project.
3. Each Area Variance requested must be clearly stated, i.e. the proposed rear setback will be 27' as opposed to the 30' minimum required.
4. The Area or Use Variance factors below should be included in the Letter of Intent.

**AREA VARIANCE:** Area Variance Test is a balancing of interests. Balance the benefit to the Applicant if the Area Variance is granted versus the burden to the Health, Safety and General Welfare of the community and its residents.

**Five Factors Must be Considered When Deciding to Grant an Area Variance:**

1. Possible change to neighborhood character. Will the granting of the variance result in an undesirable change to the character of the neighborhood or will it be detrimental to nearby properties?
2. Are there alternative solutions that would not require a variance? An applicant should present his/her reasons for choosing one alternative over another, i.e. better view, better internal pattern, cheaper construction, better overall aesthetics.
3. Consider whether the requested area variance is substantial, i.e. amount of variance requested, magnitude of variance requested.
4. Consider whether the area variance will have an adverse effect on physical or environmental conditions in the neighborhood or district, i.e. block a view, cause a drainage problem, impact a wetland, cause a parking shortage.
5. Is the situation self-created? (Because it is self-created, the granting of the variance is not precluded.)

**USE VARIANCE:** A Use Variance is required for an Applicant to use land for a purpose not allowed in the Zoning regulations. The alternative would be to Re-zone the property. No use variance will be granted without a showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship.

**A Four-Part Test Must be Applied When Deciding to Grant a Use Variance**

1. No reasonable return on investment
2. Unique circumstances
3. Not self-created
4. No change in the character of the neighborhood

The applicant must pass **EVERY** test for a Use Variance.

**SPECIAL USE PERMITS:** A Special Use Permit is required for an Applicant for keeping of animals and poultry pursuant to Section 235-70 of Irondequoit Town Code. The letter of intent addressed to the Zoning Board of Appeals should include the following:

1. The date of application, address of the property and signatures.
2. Description of the animal(s), type and number that is proposed to be harboured on the property.
3. Explain any relevant factors, if any danger to neighbouring properties, noise or offensive emission of odours or fumes, any detriment to the health, safety, morals or the general welfare of the community and whether such use is appropriate to the location.
4. Describe where on the property and how the animals will be cared for including the storage of food.
5. Indicate a name of the Veterinary Doctor and the date of when a Health Certificate will be submitted to Town Staff.

Any questions regarding Zoning Board Applications may be addressed to the Department of Planning and Zoning.

Email: [zoningboard@irondequoit.gov](mailto:zoningboard@irondequoit.gov)

Phone: 585-336-6017

**Required Sign Posting:** A public hearing sign provided by the Town must be posted on the property at least ten (10) days prior to the scheduled hearing. All public hearing signs must be returned to the Town after the hearing has closed. Failure to return the sign will result in the applicant being billed for replacement (\$25.00).