

TOWN OF CLAY

ZONING BOARD OF APPEALS

APPLICATION INSTRUCTIONS

1. The Board meets at 7:30 P.M. on the 2nd Monday of each month. See the ZBA Calendar for meeting dates and application submittal deadlines.
2. An appeal for a variance or an interpretation of the Zoning Ordinance must be taken and notice filed with the Commissioner of Planning and Development, within **sixty-two (62) days** of the denial.
3. File the **ORIGINAL** and **TWO (2) COPIES** of the Notice of Appeal and Application, (and of the Environmental Assessment Form), with:
Commissioner of Planning and Development, Town of Clay, 4401 Route 31, Clay, NY 13041
4. Attach to the **ORIGINAL AND EACH COPY:**
 - ❑ Survey map drawn to scale sufficient to show the boundaries and location of the subject property: (A survey is required for area variances and must be submitted by a civil engineer or licensed surveyor.)
 - ❑ Site plan drawn to scale showing the location and dimensions of the existing and proposed structures and improvements on the subject property. Show the required dimensions and the proposed dimensions for area variances. **Provide 7 additional copies with the application for commercial projects.**
 - ❑ Legal description of the subject property.
 - ❑ Descriptions of the proposed use of the subject property and of the exterior construction and appearance of the proposed structures and
 - ❑ Environmental Assessment Form, filled out and signed.
 - ❑ Additional pertinent information and material may be submitted as desired or shall be submitted upon request of the ZBA or as provided in the Zoning Ordinance.
5. Payment of the Two Hundred Dollars (\$200.00) administrative fee must accompany the filing of this Notice of Appeal and Application.
6. Applicant will be notified by mail at least five (5) days prior to the hearing date. In the event of default by the proponents to appear, the Board may either proceed with the hearing and vote on the case, or adjourn the case to a later date.
7. The applicant must verbally present responses to the **Standards of Proof** appropriate to the type of application, at the Public Hearing.
8. **IMPORTANT:** Failure to submit all of the above information and to answer all pertinent questions may result in an **incomplete** application and a delay in processing the appeal and possibly a denial.
9. Provide **seven (7) copies** of **exhibits** for Board Members the night of the Public Hearing.
10. For area variances, it is suggested that the applicant install visible stakes at the location of the proposed structure, approximately three weeks before the hearing.
11. An electronic copy (pdf) of the final plan (disk or email) must be submitted.

REMOVE THESE INSTRUCTIONS PRIOR TO FILING