



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Zoning Board Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Application Number:

Date Received:

Date SEQR Received:

Application Fee: \$

Escrow Amount:

Date Received:

Action of the Planning Board:

☐ Granted

☐ Denied

Decision Date:

PROPERTY LOCATION & OWNER

PROPERTY ADDRESS

TAX MAP NO.

ZONING

PROPERTY OWNER

ADDRESS ☐ Same as above

OWNER PHONE

CITY

STATE

ZIP

OWNER EMAIL

APPLICANT ☐ Same as above

NAME

RELATIONSHIP TO OWNER

ADDRESS

PHONE

CITY

STATE

ZIP

EMAIL

DETAILS

The undersigned hereby makes application for: ☐ Area Variance ☐ Use Variance ☐ Interpretation

Appealing the decision of the Code Official whereby he/she did: ☐ Grant ☐ Deny

Permit Type:

Permit Number:

Permit Date:

Under Zoning Law Article:

Section:

Subsection:

Paragraph:

Description:

BASIS FOR REQUESTING AN AREA VARIANCE - Check All That Apply

- ☐ An undesirable change will not be produced in the character of the neighborhood or a detriment to nearby properties will not be created by the granting of the area variance;
- ☐ The benefit sought by the applicant cannot be achieved by some method, feasible for the applicant to pursue, other than an area variance;
- ☐ The requested area variance is not substantial;
- ☐ The proposed variance will not have an adverse effect of impact on the physical or environmental conditions in the neighborhood or district;
- ☐ The alleged difficulty was not self-created.

BASIS FOR REQUESTING A USE VARIANCE - Check All That Apply

- ☐ The applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;
- ☐ The alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
- ☐ The requested use variance, if granted, will not alter the essential character of the neighborhood;
- ☐ The alleged hardship has not been self-created.

APPLICANT CERTIFICATION

I hereby certify that this application is true and correct to the best of my knowledge.

Consent to Enter: By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times for the purpose of obtaining information relevant to the processing of this application.

SIGN HERE

PRINT NAME

DATE

Zoning Board Application Procedure

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- A) Complete all applicable sections of the application.
- B) Sign and date the application.
- C) 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. ILLUSTRATION OF THE EXTERIOR APPEARANCE OF THE PROPOSED PROJECT – showing all details including trim, etc.
 - f. SHORT ENVIRONMENTAL ASSESSMENT FORM – completely filled out and signed
 - g. APPLICATION FEE – must accompany application. Fee is non-refundable
- D) Mailings required. The applicant for an area or use variance shall notify by certified mail all property owners within 200 feet of the subject property of the application and the public hearing to be held. Such notices shall be provided by the Village Clerk and shall be mailed at least five days prior to the public hearing, and the applicant shall furnish the Planning Board with post office receipts as proof of notification.
- E) 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.
- F) Public hearings are scheduled to be held at the regular monthly meetings of the Zoning Board of Appeals at 6:00 P.M. on the 4th Monday of each month at:

Liverpool Village Hall
310 Sycamore Street
Liverpool, NY 13088
- G) 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 guidelines for variance information.

For additional information, please contact the Code Official at: (315) 457-3441, x4