



CITY OF SHERRILL

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PROCEDURE FOR REQUESTING A HEARING FROM THE (ZONING) BOARD OF APPEALS

1. An application for a Building Permit or a Certificate of Occupancy must be denied by the Enforcement Officer if the proposal doesn't meet all of the requirements of the Zoning Ordinance.
2. The applicant may appeal by filing an application for a variance within thirty (30) days of the denial. An application fee of \$40.00 is required. The Enforcement Officer has the application form. When it is properly filled out and filed at City Hall, a copy will be sent to the Oneida County Planning Board if required by law.
3. The (Zoning) Board of Appeals meets monthly (as needed) for pending actions. Applications must be submitted at least two (2) weeks in advance of a meeting of the Board.
4. If the applicant is not the owner of the subject property, the owner must sign the application.
5. The (Zoning) Board of Appeals will schedule a hearing, open to the public, within a reasonable time, usually allowing thirty (30) days for comments from the County Planning Board. The public notice of the hearing must appear in the Oneida Daily Dispatch at least seven (7) days before the hearing. Additionally, adjoining property owners will be notified of a pending meeting.
6. Within thirty (30) days of the completion of the hearing, the (Zoning) Board of Appeals must reach a decision and put it in writing. The decision may be reached on the night of the hearing or at a later date.
7. If a person wants to challenge the decision of the (Zoning) Board of Appeals, application can be made to the State Supreme Court.

**APPLICATION TO THE ZONING
BOARD OF APPEALS**

CITY OF SHERRILL

Zone _____
Application Fee: \$40.00
Date Paid: _____

OFFICIAL USE ONLY

Application Number: _____
Permit Number: _____
Date Received: _____
Date of Hearing: _____
Date of Action: _____
Action Taken: _____

Date Application Completed: _____

Name: _____ Phone No.: _____

Address: _____

Location of Request: _____

Signature of Owner

Signature of Applicant

VARIANCE

A Building Permit/Certificate of Compliance has been denied because my proposed action does not comply with the requirements of Section _____ of the Zoning Ordinance. Describe proposal and sketch map on last page.

Relief from this Section is requested for the following:

1. Specific problems with the size and shape of the lot or structures or features of the land. Explain:

2. The granting of the variance will relieve a hardship which is unique to the subject property. Explain:

3. The variance will not be detrimental to the surrounding neighborhood.
Explain:

INTERPRETATION

An interpretation of the following Section of the Zoning Ordinance is requested.
(Explain if necessary) Sketch map on last page.

SPECIAL PERMIT

Describe proposed project (including location, size, project description and other pertinent information). Sketch map on last page.

Use the space below to describe your proposal and sketch map showing setbacks, relation to existing buildings, highways, etc.