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CITY OF SHERRILL

377 Sherrill Rd. • Sherrill, N.Y. 13461 • Telephone: (315) 363-2440 • Fax: (315) 363-0031 • www.sherrillny.org

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, typically the last Tuesday of the month. Applications must be submitted at least two (2) weeks in advance of a meeting of the Board. Please refer to <https://sherrillny.org/wp-content/uploads/2023/08/zbadatesexplain.pdf> for dates and additional filing information.
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 Rome Daily Sentinel 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.