Brandon Lovett, City Manager
Michael Holmes, Comptroller/City Clerk
Jeffrey Baker, Supt. Public Works
Robert Drake, Police Chief
Matthew Stevens, Supt. Waste Water Treatment
James Whitcombe, Supt. Power & Light



COMMISSIONERS
William Vineall, Mayor
Joseph Shay, Deputy Mayor
Christopher Niles
Rebecca Piccola
Kevin Sayles

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(s).
- 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. When the application is properly filled out and filed at City Hall, the City Clerk will process accordingly, and application will be heard at the next available Zoning Board of Appeals meeting. If required in accordance with GML 239, a copy will be sent to the Oneida County Planning Board for review. Oneida County Planning Departments review, and determination is neither authoritative nor provides any form of approval.
- 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. Please refer to: https://sherrillny.org/wp-content/uploads/2024/02/zbadatesexplain-2024-UPDATED-1.pdf for dates and additional 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. 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.

APPLICATION TO THE ZONING BOARD OF APPEALS

CITY OF SHERRILL Zone Application Fee: \$40.00 Date Paid:	Application Number: Permit Number: Date Received: Date of Hearing: Date of Action: Action Taken:
Date Application Completed:	
Name: P	hone No.:
Address:	
Location of Request:	
Signature of Owner	Signature of Applicant
VARIANC	<u>'E</u>
A Building Permit/Certificate of Compliance has been not comply with the requirements of Section proposal and sketch map on last page.	
Relief from this Section is requested for the following	y:
Specific problems with the size and shape	of the lot or structures or features

OFFICIAL USE ONLY

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 a map showing setbacks, relation to existing buildings, highways, etc.