

TOWN OF HENRIETTA
2018 ZONING BOARD OF APPEALS SCHEDULE

All meetings are scheduled for the first Wednesday of each month, unless noted. Meetings are held at 7:00 P.M. in the Main Meeting Room at the Henrietta Town Hall. Applicants will be notified by mail as to when to appear. Applicant or a representative must be present.

MEETING DATE

FEBRUARY 7, 2018
MARCH 7, 2018
APRIL 4, 2018
MAY 2, 2018
JUNE 6, 2018
JULY 12, 2018 (Thurs.)
AUGUST 1, 2018
SEPTEMBER 5, 2018
OCTOBER 3, 2018
NOVEMBER 7, 2018
DECEMBER 5, 2018
JANUARY 9, 2019

CLOSING DATE (By Noon)

JANUARY 10, 2018
JANUARY 31, 2018
FEBRUARY 28, 2018
MARCH 28, 2018
MAY 2, 2018
JUNE 6, 2018
JUNE 27, 2018
AUGUST 1, 2018
AUGUST 29, 2018
OCTOBER 3, 2018
OCTOBER 31, 2018
DECEMBER 5, 2018

Applications must be submitted to the Building and Fire Prevention Department no later than **12:00 P.M. (NOON)** on the closing date. Applications must be complete. Any application that is not complete according to Code by closing date will not be placed on the next agenda and the applicant will be notified.

REQUIREMENTS FOR APPLICATIONS

- Application Form
- Application Fee: Residential: \$45.00 Commercial/Industrial: \$150.00
- 12 Site Plans – Plans must be folded (8 ½" x 11") upon submission
- 12 Instrument survey maps required with application for setback variance
- 12 color renderings for signage (if applicable)
- Stakeout of area required for setback variance
- COMMERCIAL APPLICATIONS ONLY: Electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings (medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*
- Letter of Authorization for any representative of applicant(s)

PLEASE NOTE

- Applicant is responsible for all copying (12 copies of all material submitted).
- PLEASE DO NOT STAPLE ANY MATERIAL SUBMITTED – THANK YOU.

*****Multiple Dwelling Applications will be reviewed based on Guidelines adopted on April 11, 2018 – Resolution #8-142/2018*****

Any questions regarding drawings, code or fees should be directed to the Building and Fire Prevention Department at 359-7060. Thank you.

Douglas Levey, Zoning Board of Appeals Chairman
Amy Englert, Engineering Secretary (585) 359-7070
Rebecca B. Wiesner, Town Clerk and Receiver of Taxes (585) 359-7012
Heather Voss, Deputy Town Clerk (585) 359-7040