

**TOWN OF HENRIETTA
2017 ZONING BOARD OF APPEALS SCHEDULE**

All meetings are scheduled for the fourth 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 certified mail as to when to appear. Applicant or a representative must be present.

MEETING DATE

JANUARY 25, 2017
FEBRUARY 22, 2017
MARCH 22, 2017
APRIL 26, 2017
MAY 24, 2017
JUNE 28, 2017
JULY 26, 2017
AUGUST 23, 2017
SEPTEMBER 27, 2017
OCTOBER 25, 2017
NOVEMBER 29, 2017 (5th Wed.)
DECEMBER 21, 2017 (Thur.)
JANUARY 24, 2018

CLOSING DATE (By Noon)

DECEMBER 28, 2016
JANUARY 25, 2017
FEBRUARY 22, 2017
MARCH 29, 2017
APRIL 26, 2017
MAY 31, 2017
JUNE 28, 2017
JULY 26, 2017
AUGUST 30, 2017
SEPTEMBER 27, 2017
OCTOBER 25, 2017
NOVEMBER 22, 2017
DECEMBER 27, 2017

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*

PLEASE NOTE

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

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 Lang, 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