

**TOWN OF HENRIETTA**  
**2019 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**

JANUARY 10, 2019 (Thurs.)  
FEBRUARY 6, 2019  
MARCH 6, 2019  
APRIL 3, 2019  
MAY 1, 2019  
JUNE 5, 2019  
JULY 11, 2019 (Thurs.)  
AUGUST 7, 2019  
SEPTEMBER 4, 2019  
OCTOBER 2, 2019  
NOVEMBER 6, 2019  
DECEMBER 4, 2019  
JANUARY 8, 2020

**CLOSING DATE (By Noon)**

DECEMBER 5, 2018  
JANUARY 2, 2019  
JANUARY 30, 2019  
FEBRUARY 27, 2019  
MARCH 27, 2019  
MAY 1, 2019  
JUNE 5, 2019  
JULY 3, 2019  
JULY 31, 2019  
AUGUST 28, 2019  
OCTOBER 2, 2019  
OCTOBER 30, 2019  
DECEMBER 4, 2019

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 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: \$75.00 first variance, \$25 each addtl./ Commercial/Industrial: \$250.00 first variance, \$100 each addtl.
- 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](mailto: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.
- If applying for multiple sign variances, signs must be numerically labeled on both the application description and the site plan.

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  
Rebecca B. Wiesner, Town Clerk and Receiver of Taxes (585) 359-7012  
Heather Voss, Deputy Town Clerk (585) 359-7040