

## ZONING BOARD OF APPEALS CHECKLIST FOR AREA VARIANCE APPLICATION

Please provide the following information when applying for a variance from the Zoning Board of Appeals. Applications must be submitted at least 20 days prior to the meeting date to allow for Building Department review. **Application will not be accepted until all items on checklist are completed.**

Applicant Name & Proposed Variance Property Address:

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Zoning District: \_\_\_\_\_ S.B.L. \_\_\_\_\_

# OF AREA VARIANCES REQUESTED \_\_\_\_\_

1. \_\_\_\_\_ Submit an accurate property survey.
2. \_\_\_\_\_ Submit a completed plot plan depicting proposed scope of work.
3. \_\_\_\_\_ Submit a written description of the proposed scope of work/project.
4. \_\_\_\_\_ Submit a completed Zoning Board of Appeals application.
5. \_\_\_\_\_ Submit contact information for applicant (phone number).

### For Office Only:

1. \_\_\_\_\_ Section of Local Zoning Code the variance pertains to.
2. \_\_\_\_\_ Proposed plans and spec's required depending upon scope of work after variance approval

ADDITIONAL INFORMATION/FURTHER EXPLANATIONS:

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**TOWN OF HAMBURG  
AREA VARIANCE APPLICATION**

NOTICE TO APPLICANTS: THE ZONING BOARD OF APPEALS WILL NOT HEAR YOUR APPEAL UNLESS YOU HAVE ANSWERED ALL THE QUESTIONS IN THE APPLICATION AND PROVIDED THE DOCUMENTS REQUESTED.

To grant you an area variance, the Zoning Board of Appeals (ZBA) must consider the benefit of the variance to you as weighed against the detriment to the health, safety and welfare of your neighborhood or the community. In making this determination, the ZBA will review the information and documents you provide with this application and other evidence you and/or others present at a hearing to be held by the Board.

If an area variance is granted, the ZBA can only grant the minimum variance deemed necessary and adequate while preserving and protecting the character of the neighborhood and the health, safety and welfare of the community.

The ZBA may impose reasonable conditions and restrictions on the variance.

DATE: \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

OWNER/REPRESENTATIVE: \_\_\_\_\_

PROPERTY OWNER CONTACT INFORMATION: \_\_\_\_\_

1. Describe all feasible methods you could pursue, other than an area variance, to achieve your purpose.

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\_\_\_\_\_  
\_\_\_\_\_

2. Describe any undesirable changes in your neighborhood and/or any detriment to nearby properties that will be created by the granting of the requested area variance.

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3. Describe whether you feel your request is substantial.

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4. Describe whether the granting of the requested area variance will have adverse physical or environmental effects.

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5. Describe any way that the alleged difficulty is self-created. (e.g. did you know about the problem when you purchased the property?) This consideration shall not necessarily preclude the granting of the area variance.

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A copy of your property survey showing your proposed modification (accurate measurements are important) must be attached to this Application.

Any additional pictures/diagrams/etc. that you can provide will be helpful. These may be submitted with this Application and/or brought to the hearing.