



Town of Ticonderoga

132 Montcalm Street
P.O. Box 471
Ticonderoga, NY 12883
(518) 585-6677
Fax (518) 585-7211

AREA VARIANCE APPLICATION

(Clerk's Office Use Only)

APPLICATION NO: _____ DATE : _____

FEE PAID: _____

Requirements, Fees and Instructions (Please use dark blue or black ink)

The application must be filled out completely and in every respect with ALL questions answered and ALL required attachments before the Town can officially accept the application for processing. If the application is incomplete, it will be returned to you for completion or inclusion of the deficient information.

Use this application for any project which requires an Area Variance and relief from the zoning regulations as they pertain to bulk requirements (setbacks, building coverage, building height, lot size or minimum dimensions, and etc.) by the Town of Ticonderoga Planning and Zoning Board.

THIS APPLICATION IS SUBJECT TO REVIEW AND APPROVAL BEFORE ISSUANCE OF A VALID PERMIT FOR YOUR PROJECT. TO ENSURE TIMELY REVIEW OF YOUR APPLICATION PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE WITH THIS APPLICATION THE FOLLOWING DOCUMENTATION:

- Copy of Deed
- Boundary Survey or Tax Map
- Agricultural Data Statement (as applicable)
- Authorization of Agent (as applicable)
- Site Plan (include as much detail as possible and all existing or proposed conditions on the property must be shown) Must be detailed in accordance with Site Plan Review Local Law of the Town of Ticonderoga.
- Floor plans and elevations of existing or proposed buildings (as applicable)
- EAF (NYSDEC Environmental Assessment Form, Short or Long Form, as applicable)
- Information related to the relief requested, as applicable; site layout and dimensions, parking, site access, vehicular maneuvering, traffic, landscaping, screening or buffers, fencing, water, sewer, utilities, cultural resources, endangered species or habitat, wetlands, flood plains, emergency services, fire safety, loading/unloading zones, alternatives, and etc

THE FOLLOWING SUBMISSIONS ARE REQUIRED:

ONE (1) ORIGINAL SIGNED SET OF APPLICATION MATERIALS AND SUPPORTING DOCUMENTATION.

SEVEN (7) COPIES OF THE APPLICATION MATERIALS AND ALL SUPPORTING DOCUMENTATION.

NOTE THAT ALL MAPS AND DRAWINGS MAY BE SUBMITTED ON 11X17 PAPER PROVIDED THAT ONE FULL SIZE SET OF PLANS IS SUBMITTED WITH THE ORIGINAL SET.

ONE (1) ELECTRONIC COPY VIA PDF EITHER ON A FLASH DRIVE OR EMAILED TO buildinginspector@townofticonderoga.org IF YOU CANNOT SUBMIT ELECTRONICALLY CONTACT THE CODE ENFORCEMENT OFFICE BEFORE SUBMITTING YOUR APPLICATION.

ALL APPLICATION MATERIALS ARE DUE NO LATER THAN TWELVE NOON ON THE FIRST BUSINESS DAY OF THE MONTH PRIOR TO THE MEETING, I.E., APPLICATION MATERIALS FOR A DECEMBER MEETING ARE DUE NO LATER THAN THE FIRST BUSINESS DAY OF NOVEMBER, ETC.

IF YOUR APPLICATION IS TABLED FOR ANY REASON, PLEASE NOTE THAT ALL MATERIALS REQUESTED MUST BE SUBMITTED BY THE 15TH OF THE MONTH AT TWELVE NOON. IF THE 15TH FALLS ON A SATURDAY OR SUNDAY, THE DEADLINE IS THE NEXT FOLLOWING BUSINESS DAY AT TWELVE NOON.

THERE ARE NO EXCEPTIONS TO THE FILING DEADLINES.

GENERAL INFORMATION

Project Location and Information

Number and Street Address: _____
Zoning District: _____
Tax Map Number: _____
Current Use of the Property/Building: _____

Property Owner Identification **Owner is Applicant**

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

Contractor/Builder Identification **Contractor is Applicant** **TBD**

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

Agent Identification **Agent is Applicant**

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

Description of proposed project:

What relief or variance(s) from the zoning ordinance requirements is(are) being requested?

- Setback** **Building Coverage** **Lot Dimensions or Size** **Building Height**
 Other _____ **Other** _____

Total Parcel Area: _____ ac or sf

Are there any zoning violations or existing non-conforming conditions on the property?

- Yes** **No**

If yes, please explain:

Is the lot or parcel for the project within 500 feet of a County or State Highway, Right-of-Way or Park, or Municipal Boundary?

Yes No

If yes, please explain:

Is the lot or parcel for the project within a designated flood plain?

Yes No

Is the lot or parcel for the project within an area known to contain threatened and/or endangered species to include plants or animals?

Yes No

Does the lot or parcel for the project consist of or contain designated wetlands?

Yes No

Is the lot or parcel for the project within close proximity to any designated or important historic properties or cultural resources?

Yes No

Describe the current condition of the site [buildings, brush, woods, vacant, etc.]:

ZONING INFORMATION

Site Development Data

Acres Sq. Ft.

	Area/Type	Existing	Proposed	Total
A.	Building Footprint			
B.	Detached Garage			
C.	Accessory Structure(s)			
D.	Paved, gravel or other hard surfaced areas			
E.	Porches/Decks/Patios			
F.	Lawn or Landscape Areas			
G.	Forested/Woods/Brush/Vegetated			
H.	Other: _____			
I.	Other: _____			
TOTAL				

Lot, Yard and Height Regulations (Bulk Requirements)

Item	Required	Existing	Proposed
Lot Size (acres)			
Lot Width (ft)			
Lot Depth (ft)			
Front Yard (ft)			
Side Yard - One (ft)			
Side Yard - Both (ft)			
Rear Yard (ft)			
Max. Building Coverage			
Max. Building Height			
No. of Parking Spaces			

PROJECT DETAILS

Commercial Project **Residential Project**

Type of Project:

- New Construction**
- Building Addition**
- Attached Garage**
- Conversion/Change of Use**
- Alteration/Modifications**
- Repairs/Maintenance**
- Misc./Equipment/Other:** _____

Will the project disturb greater than one acre of land during construction? Yes No

UTILITIES

- Electrical: Underground Overhead _____ amp service
Sewage Disposal: Onsite Septic Municipal Sewer
Potable Water: Private Well Municipal Water
Combustion Fuel: Fuel Oil Propane Natural Gas Other: _____

PERMITS/APPROVALS

Please specify what other permits are being applied for as a result of the proposed work:

- Accessory Structure Swimming Pool
 Onsite Wastewater Disposal Sign Permit
 Demolition Building Permit
 Driveway Other: _____

Please specify what approvals or permits have been/will be obtained as a result of the project:

- TOT Special Use Permit NYSDEC SPDES Permit-Stormwater
 TOT Subdivision NYSDEC SPDES Permit-Wastewater
 TOT Area Variance NYSDOH Potable Water Well
 TOT Use Variance NYSDOH Wastewater System
 TOT Water Permit TOT Sewer Permit
 Other: _____ NYSDOH Realty Subdivision
 Other: _____ Other: _____

Additional Comments:

Character/Uses of surrounding or adjacent lands:

An Area Variance permits modification of the dimensional standards contained in the Zoning Law, such as setback requirements, lot size, building coverage or frontage requirements, from property which will be utilized for one of the uses permitted by the Zoning Law. The Applicant MUST show that the Zoning Law imposes a “practical difficulty” if the variance is not granted, and the granting of the variance will not alter the essential character of the neighborhood or zoning district. In making its determination the Planning and Zoning Board shall take into consideration the benefit to the Applicant if the variance is granted as weighed against the detriment to the health, safety, and welfare of the neighborhood or community by the variance.

1. From which section of the Zoning Law are you requesting a variance?

2. How would the proposed project be in violation of that Section of the Zoning Law?

3. What is the practical difficulty which would be caused by strict application of the Zoning Law to this property?

4. Would the proposed project be physically or materially detrimental to the purposes of the Zoning Law or to property in the district in which the property is located or otherwise conflict with the description or purpose of the district or the objectives of any plan or policy of the Town?

Yes No

Please explain:

5. Is the variance requested the minimum variance which would alleviate your specific practical difficulty? Yes No

Please explain:

6. Could any other solution alleviate the practical difficulty from which relief is sought or can the benefit sought be achieved by some other method which is feasible to pursue?

Yes No

Please explain:

7. Will an undesirable change be produced in the character of the neighborhood or a detriment to nearby properties be created by the granting of the variance?

Yes No

Please explain:

Additional Comments:

SIGNATURE PAGE

To the best of my knowledge, the statements contained in this application, together with the plans and specifications and other supporting documentation submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Building Codes, the Zoning Ordinance (unless relief is granted), and all other local, state, and federal laws pertaining to the proposed work shall be complied with, whether specified or not.

The Planning and Zoning Board may employ consultants, legal counsel, professional engineers, and/or inspection services for their assistance and advice in the review of any application before it and for such purposes as the Planning and Zoning Board may require therefor, including but not limited to; on site investigation, evaluation and inspection, verification of the accuracy of information submitted, evaluation of the adequacy of plans, of the sufficiency of submitted reports; flood hazard evaluation; study of the impact of proposals upon the resources and environment of the Town; preparation and/or review of any environmental impact statements; review of the design and layout of improvements; inspection of installed improvements; and such other services or technical assistance as the Planning and Zoning Board shall deem necessary for its review of such application, and for the administration of the Town, County, State, and Federal regulations in relation thereto. The Applicant authorizes the Planning and Zoning Board, as it deems necessary, to employ such assistance and agrees to reimburse the Town for the costs and fees associated with any requested consultants to assist them in their review and consideration of the application, whether it be for either technical or legal purposes. When appropriate the Planning and Zoning Board shall have the authority to request a deposit from the Applicant for the cost and fees associated with consultants in advance of the review.

It is understood that the Applicant shall satisfy all requirements of the approval or decision and conditions applicable to such prior to any Certificate(s) of Occupancy or Certificate(s) of Compliance being issued.

Date: _____

Name: _____

Signed: _____