

Village of Solvay – Code Enforcement

1100 Woods Rd. – Solvay, NY 13209

(315) 468-1679 | Fax: 487-1723

VARIANCE INSTRUCTIONS

The Village of Solvay Zoning Board of Appeals (ZBA) meets the second Monday of the month at 6:00 PM in the basement meeting room at the Village Hall; 1100 Woods Rd.; Solvay, NY 13209. All variance applications and required exhibits are to be completed and returned to Solvay Code Enforcement no later than **three (3) weeks** prior to the requested meeting date.

To apply for a use or area variance, please submit the appropriate fee (**\$575** for Area Variance, of which **\$75 is non-refundable** – **\$1,000** for Use Variance, of which **\$250 is non-refundable**) and **twenty-five (25) copies** of the following:

- Completed and signed Application for Variance
- Recent and accurate survey or site plan of the property showing all existing and proposed structures on which the variance is requested. The plan must depict all parking areas, landscaping, and their relationships to traffic ways.
- Letter of intent indicating the exact use associated with this variance including all hours of operation, number of employees, and any other pertinent information.
- Signed letter from the property owner (if different from applicant) approving of said application.
- Completed New York State Environmental Quality Review Act (SEQR) Short-form.
- Proposed signage information including size, location, type, and lighting (drawings if available).

Applicant is encouraged to seek letters from owners of neighboring parcels who are in favor of the variance being granted. However, these letters will not determine the decision of the ZBA.

The ZBA may, at its own discretion, submit the application to the Village of Solvay Planning Board or the City/County Planning Agency for their review and recommendation.

The ZBA, on appeal of the decision or determination of the administrative official charged with the enforcement of the zoning regulation shall have the power to grant variances. No such variance shall be granted by the ZBA without the applicant demonstrating that the zoning regulations and/or restrictions have/will cause unnecessary hardship for every permitted use under the zoning regulation for the particular zoning district where the property is located in that:

- a) Under applicable zoning regulations, the applicant is deprived of all economical use or benefit from the property. Deprivation must be established by competent financial evidence;
- b) The alleged hardship relating to the property is unique and does not apply to a substantial portion of the district or neighborhood, and has not been self-created or was known to the applicant before acquiring the property of which condition he/she is now requesting relief;
- c) The requested variance, if granted, will not alter the essential character of the neighborhood.

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Date Received: _____

By: _____

APPLICATION FOR VARIANCE

Variance Type:	Use <input type="checkbox"/>	Area <input type="checkbox"/>	
Property Address	Parcel # . - -		
Zoning District			
Owner Name	Phone ()		
Address	Email		
DBA	Phone ()		
Address	Email		
Applicant Name	Phone ()		
Address	Email		
Nature of Request			
Applicable Village Code Sections: §			
Other Applicable Code Sections: §			
Are there any deed restrictions in conflict with this request? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature:		Date:	

FOR OFFICE USE ONLY:

Zoning	Const. Type	Occupancy Classification: Current _____	Proposed _____
Fee \$		Received by	Date / /
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	By	Date / /