

# TOWN OF CHILI

3333 Chili Avenue, Rochester, NY 14624

Tel: 889-6143 Fax: 889-8710

[www.townofchili.org](http://www.townofchili.org)

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## SIGN VARIANCE CHECKLIST:

- Application Fee** - (See Town Fee Schedule for Amount. Fee is Non-Refundable.)
- Pre-Submission Review Conference**- (Call the Building Department to schedule an appointment at least one week before the scheduling deadline. See Zoning Board Schedule for monthly meeting deadline.)
- Application Packet**– (Submit **One (1) Original and Seven (7) copies** of the following Application Packet. **All items shall be no larger than 8 ½" x 11". However, a survey map no larger than 11" x 17" is permitted.**)

### Contents of Application Packet:

The following shall be attached to all applications, along with the application fee:

- Application Form**– Completed, signed by all property owners, dated and notarized.
- Survey Map of the Property/Plot Plan** (A detailed “to scale” drawing of the proposed project. Identify all existing and proposed structures, lot boundaries and dimensions. For homeowners, this may be a neatly hand drawn sketch on a photocopy of the survey map.)
- Denial Letter** – (You will receive this at the Pre-Submission Review Conference.)

The following are required, if applicable:

- Architectural Review**-- (For Monument/Freestanding Signs Only, please attach decision of the Town’s Architectural Review Committee)
- Scale Drawing of All Signs** which Must Include:
  - Dimensions of the Sign Area
  - Dimensions of the Sign Support (For Monument/Freestanding Signs Only)
  - Color Rendering with Color Names
  - Identification of Sign Materials
  - Scale drawing of building elevation (For Wall Signs Only)
- Color Photographs of All Existing Signs on the Property in Electronic Form** (Please submit on CD/DVD or email –(Must be in Adobe Pdf or JPEG format)
- Environmental Assessment Form** (Typically not required for homeowners.)
- Engineering/Legal/Consultant Escrows**– (Typically not required for homeowners.)
- Notices of Violation & Stop Work Orders** - (Attach if they exist.)
- Any Other Supporting Documents**
  
- Post Sign(s) on the Property**-- (Applicants must post at least one sign on the property near the road. Corner lots require 2 signs. Additional signs may be required for lots wider than 500' for an added fee).
  - Signs are obtained from the Building Department.
  - All signs must be posted per Town Code.

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## APPEAL TO THE ZONING BOARD FOR AN AREA VARIANCE FOR A SIGN

### SECTION I: APPLICANT INFORMATION – PLEASE ANSWER THE FOLLOWING:

<u>APPLICANT(S)*</u>	<u>OWNER(S) (If not applicant)</u>	<u>ATTORNEY/AGENT</u>
Name: _____	_____	_____
Address: _____	_____	_____
Tel/Fax: _____ / _____	_____	_____
E-Mail: _____	_____	_____

**\* The application must be signed by the Property Owner(s).** Attorneys/consultants/agents may not sign on behalf of the Property Owner.

### SECTION II: PROPERTY INFORMATION – PLEASE ANSWER THE FOLLOWING:

- Property Address (No. & St.): \_\_\_\_\_
- Tax Parcel No.: \_\_\_\_\_ 3. Current Zoning District: \_\_\_\_\_
- Has a previous ZBA application/appeal been filed for this property?  Yes?  No?  
If Yes, then: When: \_\_\_\_\_ For What: \_\_\_\_\_
- Is property located within (check all that apply)?:  Flood Plain  Wetlands
- Is there a written violation notice or “stop work order” for this Property  Yes  No  
 **If “Yes”, then attach a copy of the violation notice(s) and stop work order(s).**
- Has the work, use, or occupancy to which this appeal relates already begun?  Yes  No
- Brief description of the project: (include current and proposed use):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ZONING BOARD OF APPEALS APPLICATION FORM**

8. Are there special circumstances such as lot size, slope, or other physical conditions of the property which make compliance with the zoning regulations challenging? If so, please explain:

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**SECTION III: AREA VARIANCE – PLEASE ANSWER THE FOLLOWING:**

The applicant requests relief from the following sections and requirements of the Zoning Law:

Section of Code*	Concerning*	Change From*	Change To*
500-			
500-			
500-			
500-			
500-			
500-			

\*See example below:

500-50(D)(4)(c)	Size of Sign	16 sq. feet per side	20 sq. feet per side
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**Criteria For Area Variance**

To grant an area variance, the ZBA must balance the benefits to the applicant against the potential harm to the health, safety, and welfare of the neighborhood and community, taking into consideration the following:

1. **Can the benefit sought by the applicant be achieved by other feasible means?** Identify what alternatives to the variance have been explored (alternative designs, attempts to purchase land, etc.) and why they are not feasible.

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**ZONING BOARD OF APPEALS APPLICATION FORM**

**2. Will granting the variance produce an undesirable change in the character of the neighborhood or a detriment to nearby properties?** Granting the variance will not create a detriment to nearby properties or an undesirable change in the neighborhood character for the following reasons:

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**3. Is the requested variance substantial?** The requested variance is not substantial for the following reasons:

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**4. Will the variance have any adverse physical or environmental effects on neighborhood or district?** The requested variance will not have an adverse physical or environmental effect on the neighborhood or district for the following reasons:

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**5. Was the alleged difficulty self-created?** (although this does not necessarily preclude the granting of an area variance). Explain whether the alleged difficulty was or was not self-created:

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**SECTION IV: SIGN INFORMATION – PLEASE ANSWER THE FOLLOWING:**

**ZONING BOARD OF APPEALS APPLICATION FORM**

1. Location of Sign:

Address of Proposed Sign: \_\_\_\_\_

(Indicate the Tax Parcel Number of Such Property : \_\_\_\_\_)

(Name of Project or Development: \_\_\_\_\_)

Is this project in a shopping center?       Yes  No.

Is this project part of a multi-tenant site?       Yes  No.

Property Owner Approval attached?       Yes  No.

2. Type of Sign: \_\_\_\_\_ Monument/Freestanding      \_\_\_\_\_ Wall      \_\_\_\_\_ Directional  
\_\_\_\_\_ Other (please describe: \_\_\_\_\_)

3. Lighting: Will the sign be illuminated?  Yes       No.  
(If Yes, Hours of Illumination are: \_\_\_\_\_ pm to \_\_\_\_\_ pm)  
(If Yes, Type of Illumination: \_\_\_\_\_ Internal      \_\_\_\_\_ External)

4. Architectural Review: (For Monument/Freestanding Signs only) Has your Monument/Freestanding sign been approved by the Architectural Review Committee?  Yes  No  
Please attach decision letter.

5. Sign Contractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_      Email: \_\_\_\_\_

**DISCLOSURE**

Does any Town officer, employee, or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application?  Yes  No If "yes", a statement disclosing the name, residence and nature and extent of this interest must be filed with this application.

**APPLICANT & PROPERTY OWNERS' CERTIFICATIONS:**

- Application to the Zoning Board:** I/we, the property owners of the land in question and the applicants hereby request an appearance before the Zoning Board of Appeals.
- Authorization to Enter Property:** I/we, the undersigned Property Owners, hereby authorize the members of the Zoning Board of Appeals and designated Town staff to enter the property associated with this application for purposes of conducting any necessary site inspections relating to this application.

3. **Property Owner's Authorization of Applicant and Liability:** I/we certify that I/we, the undersigned Property Owners, am/are all of the Owners of the Property which is the subject of this application, that I/we have authorized the applicant to make this application and that **I/we agree to be bound by the application, the representations made by the applicant, and the decision of the Town.**
4. **Truth Required By Law:** I/we understand that false statements made herein are punishable as a **Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York**

Sworn to before me this

\_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

X \_\_\_\_\_  
Property Owner

X \_\_\_\_\_  
Property Owner

X \_\_\_\_\_  
Applicant

X \_\_\_\_\_  
Applicant

**BUILDING INSPECTOR DENIAL  
OF APPLICATION FOR LAND USE AND/OR BUILDING PERMIT**

APPLICANT: \_\_\_\_\_ TAX PARCEL No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

This applicant has applied to use the identified property within the Town of Chili for the following:

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

This application is hereby denied upon the grounds that such use of the property would violate the Town Zoning Law article(s) \_\_\_\_\_.

As such, the following relief would be required to proceed:

- Appeal of My Interpretation  
 Use Variance to permit the following: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Area Variance seeking the following relief:

Section of Code*	Concerning*	Change From*	Change To*
500-			
500-			
500-			
500-			
500-			
500-			

\*See example below:

500-50(D)(4)(c)	Size of Sign	16 sq. feet per side	20 sq. feet per side
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\_\_\_\_\_ 20 \_\_\_\_\_  
Date

\_\_\_\_\_  
Code Enforcement Officer