

Fee: \$ \_\_\_\_\_  
Date: \_\_\_\_\_  
Rec. No. \_\_\_\_\_

**ZONING BOARD OF APPEALS**  
**Town of Schroon**  
**Schroon Lake, New York 12870**

Date: \_\_\_\_\_

**VARIANCE APPLICATION**

And/or

**APPEAL FROM THE DECISION OF THE ZONING OFFICER**

Application will not be accepted unless all questions are answered and all required plans, prints, letters, etc. are submitted.  
(Please type or print.)

<b>APPELLANT</b>
Name: _____
Address: _____ _____
Phone: _____

<b>OWNER (if different)</b>
Name: _____
Address: _____ _____
Phone: _____
Signature: _____

**INFORMATION REQUIRED:**

1. Tax Map #: \_\_\_\_\_ 911 Address: \_\_\_\_\_
2. Building Size: Width: \_\_\_\_\_ ft. Depth: \_\_\_\_\_ ft. Height: \_\_\_\_\_ ft. Stories: \_\_\_\_\_
3. Occupancy of Building or Property: \_\_\_\_\_
4. Zoned District: \_\_\_\_\_
5. Has there ever been a previous Application or Appeal on these premises? \_\_\_\_\_ if yes, state result: \_\_\_\_\_  
\_\_\_\_\_
6. Does Appellant rely upon a non-conforming use: \_\_\_\_\_  
\_\_\_\_\_
7. Is the proposed change or use prohibited by ordinance or local law other than the Zoning Ordinance? \_\_\_\_\_
8. The applicant is requesting a **(use variance)** **(area variance)** **(special permit)** or **(interpretation)**. Circle whichever apply.

The following items must be submitted with the application.

Failure to submit all required items may cause a postponement of the hearing and delay any decision by the ZBA.

1. Two copies of the plot plan drawn to scale showing actual shape, dimensions, area of the plot, existing and proposed structures, necessary dimensions including yard spaces, and when required any adjoining structures.
2. A statement of principal points on which you base your application, together with descriptions of proposed work, if any.
3. Two copies of ground and typical floor plans of building of the building, if any, drawn to scale with all required measurements.
4. If off street parking is required indicate layout plans in accordance with the regulations of the Zoning Ordinance and applicable to the zoned district in which the premises is situated.
5. A payment of \$100.00.

I \_\_\_\_\_ (duly authorized by the owner) (the owner) in fee of the above-described parcel in the Town of Schroon affirm that the statement of facts contained in this application is true. Date: \_\_\_\_\_

Note: Within 30 days of the receipt of a complete application a public hearing date will be set to act on it. At least 10 days prior to the hearing a notice will be published in the Official Newspaper of the town. The applicant must **in a timely manner** notify all adjoining property owners - either by certified return receipt requested mail or directly - of the date, time, place and substance of the hearing. **Proof of such notice must be submitted to the zoning board at the beginning of the hearing.**