

# REQUIREMENTS NEEDED FOR VARIANCE APPLICATIONS

Application must be made within sixty (60) days of the Building Inspectors letter of determination

1. Completed application for Variance including the Affidavit - **7 copies**
2. Front of the Short Environmental Assessment Form completed – **7 copies**
3. Photographs  
The specific location of the needed variance ; the immediate area surrounding the location to the left, right, in front and in back including elevations of existing structure.
4. Plot Plan - (**7 copies**) (*An additional copy will be required if it is determined that the file needs to be reviewed by the Albany County Planning Board*)  
Showing the exact location of the variance with complete dimensions of addition, side yards, front yards, back yards and dimensional property lines. Show all existing structures on the site as they exist today.
5. Drawings - (**7 copies**)  
These must be complete sets of descriptive plans for the variance showing only the applicable items labeled existing and new.
  - a. Plans must include views of all sides of structure, which do not have to be architectural plans, if plans submitted are suitable in the opinion of the Code Enforcement Officer to determine what is being done.
  - b. Plans also to show but not be limited to:
    - 1) Structure - to be added and/or removed
    - 2) Siding - type and color
    - 3) Roof - style and color
    - 4) Floor Plan - existing and proposed showing relationship of both and labeling each specific room or area showing all dimensions
    - 5) Landscaping - to be removed and/or added  
(Trees, shrubs, retaining walls, fences, etc.)
6. Check made payable to "Town of Bethlehem" (Fee Schedule Z).
7. **7 copies** of the decision of the Building Inspector **MUST** be attached.
8. List of names and addresses of **ALL** owners of property within two hundred (200) feet of any portion of the property in which the variance is being requested.

TOWN OF BETHLEHEM  
ZONING BOARD OF APPEALS  
Area or Use Variance  
VARIANCE APPLICATION

Location of Variance (Street Address): \_\_\_\_\_

\_\_\_\_\_

Presently Zoned: \_\_\_\_\_ Tax map #: \_\_\_\_\_

Name, Address and Telephone # of Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If other than owner, state interest in property and attach proof: \_\_\_\_\_

\_\_\_\_\_

Name, Address and Telephone # of Representative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR A VARIANCE UNDER ARTICLE (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested for the purpose of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explanation or Reason for Proposal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application made for a Building Permit                      Yes \_\_\_ No \_\_\_ When \_\_\_\_\_

Estimated time required to complete the project \_\_\_\_\_

Has the Board rendered a decision upon a request for the same or similar relief sought herein for this property within one year of this application? Yes \_\_\_\_\_ If yes when \_\_\_\_\_ No \_\_\_\_\_



**Fee Schedule Z                      Zoning Board of Appeals Fees**

DISTRICTS	AREA VARIANCE <u>or</u> <b><u>INTERPRETATION APPEAL</u></b>		USE VARIANCE	
	Residential Use	Non-Residential Use	Residential Use	Non-Residential Use
<b>Residential</b>	\$75.00	\$100.00	\$125.00	\$150.00
<b>Mixed Use<sup>1</sup></b>	\$100.00	\$125.00	\$150.00	\$175.00
<b>Commercial<sup>1</sup></b>	\$175.00	\$200.00	\$200.00	\$300.00
<b>Special Districts</b>	\$175.00	\$200.00	\$200.00	\$300.00

Districts are Set Forth in the Zoning Code, Section 128-12

Residential and Non-Residential Uses are Set Forth in the Zoning Code, Section 128-100

<sup>1</sup> If the primary use of the parcel is a single family home and will remain as such with the granting of the variance; those applicants shall follow the fee schedule for residential districts.