

TOWN OF NEW HARTFORD
NEW HARTFORD, NEW YORK

**INFORMATION FOR APPEALS AND PROCEDURES FOR
AREA VARIANCES OF THE ZONING LAW**

**NOTE: IF THE FOLLOWING INSTRUCTIONS ARE NOT COMPLETED, YOUR
PAPERWORK FOR A VARIANCE WILL NOT BE PROCESSED**

**INSTRUCTIONS FOR AN AREA VARIANCE IN REFERENCE TO A ONE/TWO-
FAMILY OR MULTI-FAMILY DWELLING RESIDENTIAL, INCLUDING
ACCESSORY STRUCTURES:**

- 1) Complete "Notice of Appeal"
- 2) Complete "Application for Building and Zoning Permit"
- 3) Complete "Environmental Assessment"
- 4) Submit two (2) copies of plot plan showing all dimensions of buildings, yard (front, side and rear) setbacks, buildings (proposed and existing), lot size, area, Tax Map number and street. Submit any information that may be of value to the Zoning Board of Appeals in making a decision of your appeal
- 5) Submit variance fee for processing, check payable to Town of New Hartford

**One & two family: \$100.00 Multiple dwellings and other
non-residential uses, including signs: \$240**

- 6) Submit complete paperwork to Mr. Joseph A. Booth, Codes Enforcement Officer, 111 New Hartford Street, New Hartford, New York 13413 - **APPOINTMENT REQUESTED**

The Zoning Board of Appeals holds Public Hearings on the third Monday of every month at 6:30 P.M. (check with ZBA Secretary Dory Shaw for location, 724-4300 Ext. 2). Usually your appeal for the variance meeting will be held from four (4) to six (6) weeks after complete paperwork and fee is submitted.

APPLICANT MUST APPEAR AT THE PUBLIC HEARING

Applicants appearing before the Zoning Board of Appeals, upon payment of the designated fee, are entitled to only one (1) "no-show" at a Zoning Board of Appeals meeting, unless otherwise adjourned by said Zoning Board of Appeals; and after that, the applicant must reapply and pay the designated fee.

Note: If variance is granted, Building Permit must be obtained before the start of work.

INTERPRETATION

To file for an interpretation before the Zoning Board of Appeals, application fee is \$40.00.

NOTICE OF APPEAL
AREA VARIANCE REQUEST

ZONING BOARD OF APPEALS
TOWN OF NEW HARTFORD, NEW HARTFORD, NEW YORK

TO THE ZONING BOARD OF APPEALS (PLEASE PRINT):

(This section to be completed by Codes Office):

PERMIT APPLICATION NO. _____
DATE OF APPLICATION _____
DATE APPLICATION DISAPPROVED _____

The undersigned, representing the owner/lessee of (identify property by lot and block or otherwise) _____ located at _____ hereby gives Notice of Appeal from the decision of the Codes Enforcement Officer made on _____ day of _____ 20____. In refusing to issue a Building Permit on the grounds that the same would be in violation of the provisions of Chapter _____, Sub-section _____, of the Codes of the Town of New Hartford, for the following stated reason(s):

(This section to be completed by Applicant):

and the same having been disapproved, the following specified conditions and facts are hereby declared to the basis of an appeal from the order, requirement, decision or determination of the Building/Codes Department of the Town of New Hartford. Give specific reasons and facts why you feel the relief should be granted:

I hereby certify that the above statements and the accompanying data are true to the best of my knowledge and belief.

Date: _____ Signed: _____
Printed: _____
Address: _____

Additional information and/or diagram may be shown on the reverse side.

Application Fee Residential:	One/two family	\$ 100.00
	Multiple dwellings and other non-residential uses:	\$ 240.00
	Interpretations:	\$ 40.00

Checks are to be made payable to the TOWN OF NEW HARTFORD

APPLICANT OR AUTHORIZED REPRESENTATIVE (WITH WRITTEN PERMISSION) IS TO
APPEAR AT THE PUBLIC HEARING

Application for Building, Zoning, and Demolition Permit

Codes Department
(315) 724-4300, Ext. 2
FAX (315) 724-4323

TOWN OF NEW HARTFORD
111 New Hartford Street • New Hartford, NY 13413

C/O No. _____
CPR No. _____
Plumbing No. _____
Septic No. _____

Date _____ 20 _____

Bldg. Permit No. _____

Application is hereby made to the Codes Department for the issuance of a Building and Zoning Permit pursuant to the NYS Uniform Fire Prevention & Building Code for the construction, addition or alterations, as herein described. The applicant/owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. Work must be completed within one (1) year of issuance date. NOTE: The issuance of this Building Permit does not preclude any other approvals that may be required by county, state or federal agencies.

NOTE - READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name: _____

Address: _____

Zip _____

Phone: _____

Property Owner's Name: _____

Address: _____

Zip _____

Phone: _____

Tax Map Number: _____

Property Location of Proposed Construction: _____

Existing Use of Property: _____

Explanation Proposed Use: _____

Contractor's Name: _____

Address: _____

Zip _____

Phone: _____

Worker' Compensation, Disability & General Liability
Carrier & Policy # _____

Zoning District _____

Lot Size _____ Area _____

Existing Building Size _____

New Building Size _____

NEW BUILDING YARDS: Zoning-Set Backs from property
line. Fill-in plot diagram on back.

Front Yard Depth _____ Feet

Right Side Yard Width _____ Feet

Left Side Yard Width _____ Feet

Rear Yard Depth _____ Feet

Bldg. Height _____ Feet

Estimated Cost \$ _____

Floor Area _____ Sq.Ft.

Bldg. Permit Fee \$ _____

Commercial Plan Review Fee \$ _____

C/O Permit Fee \$ _____

Demolition Permit Fee \$ _____

Plumbing Permit Fee \$ _____

Septic Permit Fee \$ _____

TOTAL FEE \$ _____

NOTE: Inspections by Codes Department are required at the following schedule. (You must call 24 hrs. in advance for inspections).

1. Footings before pouring concrete.
2. Poured walls need inspection before pouring.
3. Foundation inspection before backfill.
4. Concrete slabs before placing concrete.
5. Plumbing, Heating, Framing, and Electrical Inspections before any closing in of the framework.
6. Insulation inspection.
7. When all work is completed, final inspection is required by Sewer, Electrical, Plumbing, and the Codes Department. No occupancy of building is permitted without a Certificate of Occupancy issued by the Codes Department.

Signature of Owner, Applicant or Agent

PRINTED OR TYPED COPY OF SIGNATURE

The application of _____ dated _____ 20 _____
is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction or alteration of a building and/or
accessory structure as set forth above.

Reason for refusal of permit: _____

Dated _____ 20 _____

Codes Enforcement Officer

STATE ENVIRONMENTAL QUALITY REVIEW
SHORT ENVIRONMENTAL ASSESSMENT FORM
for UNLISTED ACTIONS Only

PROJECT ID NUMBER

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT / SPONSOR		2. PROJECT NAME	
3. PROJECT LOCATION: Municipality		County	
4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc - or provide map			
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification / alteration			
6. DESCRIBE PROJECT BRIEFLY:			
7. AMOUNT OF LAND AFFECTED: Initially acres Ultimately acres			
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly:			
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.) <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park / Forest / Open Space <input type="checkbox"/> Other (describe)			
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:			
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:			
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT / APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No			

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant / Sponsor Name

Date:

Signature

AREA VARIANCE CRITERIA

***AN UNDESIRABLE CHANGE WILL BE PRODUCED IN THE CHARACTER OF THE NEIGHBORHOOD OR A DETRIMENT TO NEARBY PROPERTIES WILL BE CREATED BY GRANTING THE VARIANCE.**

***THE BENEFIT SOUGHT BY THE APPLICANT CAN BE ACHIEVED BY SOME METHOD FEASIBLE TO THE APPLICANT TO PURSUE, OTHER THAN A VARIANCE.**

***THE REQUESTED VARIANCE IS SUBSTANTIAL.**

***THE PROPOSED VARIANCE WILL HAVE AN ADVERSE EFFECT OR IMPACT ON THE PHYSICAL OR ENVIRONMENTAL CONDITIONS IN THE NEIGHBORHOOD OR DISTRICT.**

***THE ALLEGED DIFFICULTY WAS SELF CREATED, WHICH CONSIDERATION SHALL BE RELEVANT TO THE DECISION, BUT SHALL NOT NECESSARILY PRECLUDE GRANTING THE VARIANCE.**



TOWN *of* NEW HARTFORD

COUNTY *of* ONEIDA

OFFICE OF CODES ENFORCEMENT

111 NEW HARTFORD STREET, NEW HARTFORD, NEW YORK 13413

OFFICE: (315) 724-4300 ext 2

FAX: (315) 724-4323

Codes Officers:
Joseph A. Booth
Thomas Rowlands

Emails: JoeB@town.new-hartford.ny.us
TRowlands@town.new-hartford.ny.us

Town Supervisor
Patrick M. Tyksinski

INFORMATION FOR APPLICANTS APPEALING TO ZONING BOARD OF APPEALS TOWN OF NEW HARTFORD

From: Joseph A. Booth
Codes Enforcement Officer

- 1) On applications for variances, if the applicant is not the actual owner of the subject premises, the applicant is required to provide the Zoning Board of Appeals with evidence of a sufficient legal interest in the premises (such as purchase agreement, option or lease).
- 2) If the applicant intends to rely upon restrictions or provisions in any lease, contract or any other legal agreement as evidence of hardship, the applicant should provide any such documentation to the Zoning Board of Appeals at or before the Public Hearing.

BE SAFE

Secure Building Permit
Request Inspection

Obtain Certificate of Occupancy