

**THE ZONING BOARD OF APPEALS  
APPLICATION  
TOWN OF GENEVA**

**Date:** \_\_\_\_\_ **Fee \$** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Tax Map Account #:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Property also Known as:** \_\_\_\_\_

Property Owner (s): \_\_\_\_\_ Cell #: \_\_\_\_\_

\_\_\_\_\_ Other#: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

\_\_\_\_\_

Owner's Email: \_\_\_\_\_

\_\_\_\_\_

Applicant: \_\_\_\_\_ Cell #: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant is: Owner: \_\_\_\_\_ Lessee/Tenant: \_\_\_\_\_ Other: \_\_\_\_\_

Application For: Area Variance: \_\_\_\_\_ Use Variance: \_\_\_\_\_

Special Exception Use: \_\_\_\_\_

Temporary Zoning Permit: \_\_\_\_\_

Other (describe): \_\_\_\_\_

**Application Information:**

1) This Application is for relief from or pursuant to Chapter (s) \_\_\_\_\_  
\_\_\_\_\_ of the Code of the Town of Geneva.

2) **Applicant must provide the following items with this application:**

- a) A letter of explanation describing the Variance or other relief being sought.
- b) A Site Plan showing the area in question on your property and the total area of your parcel.
- c) An explanation of all facts showing the necessity for the relief.
- d) A list of the difficulties or hardships that would result if this application is denied.
- e) A color rendition of the Building component, window, accessory structure, sign or any other item that is part of this application.
- f) Any other information that you feel would be pertinent to this application.

**Please ensure that your letter addresses these 5 points if this is an Area Variance:**

- 1) Whether the benefit can be achieved by other means feasible.
- 2) If there could be an undesirable change in the character of the neighborhood or to nearby properties.
- 3) Is your request substantial?
- 4) Whether the request will have an adverse physical or environmental effect(s).
- 5) Whether the alleged difficulty is self-created.

**Please ensure your letter addresses these 4 points of review if this is a Use Variance:**

- 1) You cannot realize a reasonable return – substantial as shown by competent financial evidence.
- 2) The alleged hardship is unique and does not apply to a substantial portion of the district or neighborhood.
- 3) The requested variance will not alter the essential character of the neighborhood.
- 4) The alleged hardship has not been self-created.

**Owner's Statement**

I am the owner of the above mentioned property, and I have read the information provided with this application. I agree and approve the information provided. I authorize the applicant to proceed as my agent.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant's Statement**

I hereby certify that the information submitted is, to the best of my knowledge, true and accurate.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If any additional information is requested by the Board during the meeting, it is the responsibility of the applicant to provide such information, prior to the deadline of the subsequent meeting, or the continuation of the application will not be heard.**

**FOR OFFICE USE ONLY**

Public Hearing sign (s) posted: \_\_\_\_\_  
Notice of Public Hearing was published: \_\_\_\_\_  
Neighborhood notification mailed: \_\_\_\_\_  
Referral to Ontario Co. Planning: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Date: \_\_\_\_\_  
Hearing Date (s): \_\_\_\_\_  
Date of ZBA action: \_\_\_\_\_ Approved: \_\_\_\_\_ W/ conditions: \_\_\_\_\_ Denied: \_\_\_\_\_  
Date of Decision Filing: \_\_\_\_\_