



Zoning Interpretation Application City of Schenectady – Department of Development

Room 206, City Hall, 105 Jay Street, Schenectady, NY 12305

For further information, please contact the Zoning Officer at [518-382-5049](tel:518-382-5049)

Application Notes

A Zoning Interpretation Application is used to appeal a decision made by an authorized administrative official based on the interpretation of the city's zoning ordinance. If an applicant believes that a section of the code was not correctly interpreted by the official, they may submit this document and the other required documents listed below to appeal the interpretation and related decision before the Board of Zoning Appeals.

The burden of proof for all applications is placed on the applicant, who should be prepared to describe the application in detail and show compliance with the zoning ordinance for review at the time of the public hearing.

Granting a Decision: The Board of Zoning Appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, interpretation or determination appealed from and shall make such order, requirement, decision, interpretation or determination as in its opinion ought to have been made in the matter by the administrative official charged with the enforcement of such ordinance or local law and to that end shall have all the powers of the administrative official from whose order, requirement, decision, interpretation or determination the appeal is taken.

REQUIREMENTS FOR ALL APPLICATIONS

A complete submittal consists of the following forms and materials. Except when otherwise specified, **9 copies** of each form and item should be collated into packets no larger than 8½" by 11". Additional information may be requested.

- Zoning Interpretation Application
- Owner Consent Form
- Photographs of Property (If Applicable)
- Application Filing Fee of \$50
- Decision of Administrative Official
- Denied Permit Application (If Applicable)
- Site Plan Drawings (If Applicable)



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New York State law provides the Board of Zoning Appeals (BZA) with the power to hear and decide appeals from and review decisions of the administrative official responsible for the enforcement of the zoning regulations. The state statutes allow the (BZA) to reverse or affirm, wholly or partly, or to modify the decisions appealed to it. This application is to request an interpretation of the zoning ordinance regarding specific language and or to appeal a determination that was made by an administrative official based on the city's zoning ordinance.

Disclosure Affidavit _____

I maintain that the information provided above and or attached is true and accurate to the best of my knowledge:

Property owner or applicant name (print): _____ Date: _____

Property owner or applicant signature: _____ Date: _____

Office Use Only _____

Date Application Received: _____ Application#: _____

Internal Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Zoning Interpretation Application | <input type="checkbox"/> Decision of Administrative Official |
| <input type="checkbox"/> Owner Consent Form | <input type="checkbox"/> Denied Permit Application (If Applicable) |
| <input type="checkbox"/> Photographs of Property (If Applicable) | <input type="checkbox"/> Site Plan Drawings (If Applicable) |
| <input type="checkbox"/> Application Filing Fee of \$50 | |



Owner Consent Form

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For further information, please call 518-382-5147

Application Notes _____

The Owner Consent Form is required for the following Applicants:

1. The Applicant is not the owner of record for the subject parcel(s);
2. The property has multiple owners (requires signature from each owner of record); or
3. The Applicant is a corporation or other entity (requires a signatory).

Property Address: _____ Tax Map ID: _____

Property Address: _____ Tax Map ID: _____

Property Address: _____ Tax Map ID: _____

AGENT/APPLICANT INFORMATION

Name: _____ Address: _____

City, State, Zip: _____

OWNER AUTHORIZATION

I, _____ (name), as _____ (owner/title), of (company/property), _____ swear or affirm under penalty of perjury, that I am the owner or authorized representative of the owner(s) of the property and that:

I hereby give consent to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the attached application.

Furthermore, I hereby give consent to the above referenced party to agree to all terms and conditions which may arise as part of the approval related to this application.

I hereby certify that I have the authority to execute this consent form and any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

Name (Print): _____

Title: _____

Signature: _____

Notarization

SUBSCRIBED AND SWORN TO (or affirmed) before me this ____ day of _____ 20 ____ by _____ .

He/she is personally known to me or has presented identification.

Notary Public/Commissioner of Deeds