

**AREA VARIANCE APPLICATION PROCEDURE GUIDELINES**  
**For the Town of Lake Pleasant**

Please complete the enclosed application for area variance with as much detail as possible. All applications must be accompanied by detailed diagrams showing lot size, adjoining roads, driveways, the location and dimensions of all buildings including building heights and the distance of all buildings from all lot boundaries.

It is the sole responsibility of the applicant to provide the Zoning Board of Appeals (ZBA) with one original and five (5) copies of the application and all necessary information and documentation concerning this application. The ZBA will make its determination solely on the basis of the information and material that it is provided; therefore, the burden of proof is on the applicant to prove the necessity of the request.

There is \$50.00 filing fee with the submission of each application. This fee is not refundable once presented to the ZBA and shall not be used to cover any other fee, permit, etc. Any decision on any variance shall expire if the applicant fails to obtain any necessary permit or comply with the conditions of such permit within 6 months from the date of authorization thereof. Before work is started, please obtain a permit from the Code Enforcement Office.

Please be advised that construction must comply with all regulations of the New York State Uniform Fire Prevention and Building Code.

Example of items that may be enclosed in support of the application:

- (a) Renovation documents (if applicable)
- (b) Business proposal (if applicable)
- (c) Photos
- (d) Survey map of property
- (e) Neighborhood letter of support (if applicable)
- (f) Map/photos/layout of neighborhood

2. **AREA VARIANCE:** An area variance is a variance granted by the ZBA that allows a structure to be built and/or renovated despite the fact that certain square footage, distance or dimensional requirements of the zoning ordinance would not be met.

Examples of such requirements are minimum lot size requirements, minimum lot width requirements, minimum lot coverage requirements, maximum lot coverage requirements, front, side and/or rear yard setback requirements, maximum building height and minimum gross floor area. An area variance may be granted upon a showing of practical difficulties, which include a significant economic injury, for the property owner.

3. **STANDARDS:** Please make sure to answer all questions in detail. The zoning Board of Appeals will consider the answers to all questions:

(a) the requested variance will not produce an undesirable change in the character of the neighborhood. If the applicant can prove that a significant economic injury will be incurred, the ZBA may balance the applicant's significant economic injury against the potential harm which granting the area variance might have on the Town's zoning pattern. This balancing process, however, will only be implemented upon a showing by the applicant of a significant economic injury;

(b) no detriment will be created to nearby properties. If the area variance will create a substantial detriment to adjoining properties then it may be denied;

(c) there was no other feasible method available to you to pursue in order to achieve the benefit you seek other than the requested variance. The ZBA will consider whether the difficulty can be eliminated by a method other than the requested variance;

(d) the requested area variance is not substantial;

(e) the proposed variance will not have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district;

(f) the variance is the minimum necessary to grant relief from your difficulty. The ZBA may grant the least relief, or smallest variance, necessary to relieve the practical difficulties.

In making its determination, the ZBA will take into consideration the benefit to you if the area variance is granted as weighted against any detriment to the health, safety and welfare of the neighborhood or community.

4. **SELF-CREATED HARDSHIP:** Although not an absolute bar to an area variance request, if the situation, which necessitated the request, is self-created, it is a factor, which may be taken into consideration by the ZBA against the granting of an area variance.

Should you require assistance please contact:

Code Enforcement Officer.  
2679 State Route 8, Lake Pleasant, NY 12108  
518-548-3625 x6.

**Town of Lake Pleasant  
ZONING BOARD OF APPEALS  
APPLICATION FOR AREA VARIANCE**

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

1. Applicant(s): \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone: work: \_\_\_\_\_ home: \_\_\_\_\_ cell: \_\_\_\_\_

4. Location of property where variance is requested:  
\_\_\_\_\_

Tax Map number: \_\_\_\_\_

Zoning classification: \_\_\_\_\_

5. Property owner (if different than applicant):  
(if applicant is not the property owner a notarized statement giving authorization to the applicant must be obtained from the property owner and submitted with this application.)

6. Date property acquired by applicant: \_\_\_\_\_

7. If the area variance is granted, will the applicant be performing the changes? Yes / No

8. If not, please provide the name, address and phone number of the contractor(s):  
\_\_\_\_\_

9. Please describe in detail the changes you plan to make on the premises.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please explain why the requested variance will not produce an undesirable change in the character of the neighborhood:  
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\_\_\_\_\_

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11. Please explain why no detriment will be created to nearby properties:

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12. Please explain the reasons why there is no other feasible method available to you to pursue in order to achieve the benefit you seek other than the requested area variance:

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13. Please explain why the requested area variance is not substantial:

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I/WE hereby consent to allow members of the Zoning Board of appeals, upon reasonable notice to me/us, the right of access to my/our property for the purpose of viewing and inspecting the proposed area variance, which is the subject matter of the proceeding herein before the Zoning Board of Appeals.

I/we certify that the information submitted with this application for area variance is true to the best of my/our knowledge and belief.

Signature(s) of applicant(s):

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Please use the attached sheet of paper if you require further space clearly indicating which questions you are answering.

Remember that is the sole responsibility of the applicant to provide sufficient information and documentation concerning this application. Because the determination is made solely on the basis of information provided to the ZBA, it is to the applicant's benefit to include as much supporting information as possible.

