

Village of Cayuga Heights  
Zoning Board of Appeals  
Application Form

**ZBA Application Fee: \$150**

**Check All That Apply:**

**Area Variance**

**Use Variance**

**Interpretation Request**

For Office Use Only	
Date Received	_____
Cash or Check	_____
Zoning District	_____
Applicable Section(s) of Village Code:	_____
	_____

Property address: \_\_\_\_\_ Tax parcel: \_\_\_\_\_

Zoning Officer's determination: \_\_\_\_\_

\_\_\_\_\_

Requested variance or interpretation: \_\_\_\_\_

\_\_\_\_\_

Reason(s) that the requested variance or interpretation should be granted:

- See attached page for the criteria that the ZBA must use.
- Use additional sheets if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach any additional information that will help the ZBA to evaluate your appeal, such as a narrative, survey map, photos, building plans, etc.**

**By filing this application, you grant permission for Village of Cayuga Heights ZBA Members and Village Staff to enter your property for inspections related to your appeal.**

Owner/Applicant: \_\_\_\_\_

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

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

## ZBA Actions Permitted by NYS Village Law

**Area Variance:** An area variance is needed if you want to deviate from some dimensional requirement of the Zoning Ordinance, such as height, yard setback, or lot coverage.

The area variance criteria the ZBA must use are found in Village Law 7-712-B(3)(b):

*In making its determination, the zoning board of appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the board shall also consider:*

- (1) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;*
- (2) whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance;*
- (3) whether the requested area variance is substantial;*
- (4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and*
- (5) whether the alleged difficulty was self-created; which consideration shall be relevant to the decision of the board of appeals, but shall not necessarily preclude the granting of the area variance.*

**Use Variance:** A use variance is needed if you want to use a structure or property for something not allowed by the Zoning Ordinance, such as a restaurant in the Residence District.

The use variance criteria the ZBA must use are found in Village Law 7-712-B(2)(b):

*No such use variance shall be granted by a board of appeals without a showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship the applicant shall demonstrate to the board of appeals that for each and every permitted use under the zoning regulations for the particular district where the property is located,*

- (1) the applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;*
- (2) that the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;*
- (3) that the requested use variance, if granted, will not alter the essential character of the neighborhood; and*
- (4) that the alleged hardship has not been self-created.*

**Interpretation Request:** An interpretation request is appropriate if you do not agree with the Zoning Officer's interpretation of the Zoning Ordinance. Such requests must be made within sixty (60) days of the Zoning Officer's determination that is being appealed.

The interpretive role of the ZBA is found in Village Law 7-712-B(1):

*The board of 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 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.*