

**TOWN OF HENRIETTA
ZONING BOARD OF APPEALS
2012 SCHEDULE**

All meetings are scheduled for the fourth Wednesday of each month unless noted.* The time of all meetings is 7:00 P.M. Meetings are held in the Main Meeting Room, at the Henrietta Town Hall. Applicants will be notified by certified mail as to when to appear. Applicant or representative must be present. Applications must be submitted to the Building and Fire Prevention Department no later than 12:00 P.M. (Noon) on the closing date. Applications must be complete - please give yourself enough time to go over any questions you may have prior to the closing date.

MEETING

January 25, 2012
February 22, 2012
March 28, 2012
April 25, 2012
May 23, 2012
June 27, 2012
July 25, 2012
August 22, 2012
September 26, 2012
October 24, 2012
November 28, 2012
*December 20, 2012 (Thursday)
January 23, 2013

CLOSING DATES (By Noon)

December 27, 2011
January 23, 2012
February 27, 2012
March 26, 2012
April 23, 2012
May 28, 2012
June 25, 2012
July 23, 2012
August 27, 2012
September 24, 2012
October 29, 2012
November 19, 2012
December 28, 2012

Please Note:

- < Applications will not be accepted after 12:00 P.M. (Noon) on the closing date.
- < Any application that is not complete according to Code by closing date will not be placed on the next agenda and the applicant will be notified.

Requirements for Applications

- < Application Form
- < Application Fee: •Residential: \$45.00 •Commercial/Industrial: \$150.00
- < ** 12 Site Plans - Plans must be folded (8 ½" x 11") upon submission.
- < ** 12 Instrument survey maps required with application for setback variance.
- < ** 12 Color renderings for signage (if applicable).
- < Stakeout of area required for setback variance.
- < Applicant is responsible for all copying (12 copies of all material submitted).

PLEASE DO NOT STAPLE ANY MATERIAL SUBMITTED - THANK YOU.

**PLEASE NOTE NEW 2010 REQUIREMENTS: In addition to the above requirements, an electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings need to be submitted with application for permanent records. Please send via the following medium: CD/DVD, USB Flash Drive or email to drawings@townofhenrietta.org.

Any questions regarding drawings, code or fees should be directed to the Building and Fire Prevention Department at 359-7060. Thank you.

**Robert Steidle, Chairman
Henrietta Zoning Board of Appeals**

(10/28/11)