

**TOWN OF HENRIETTA
ZONING BOARD OF APPEALS
2010 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. Please give yourself enough time (before the closing date) to go over any questions you may have with the Building/Fire Prevention Department.

<u>MEETING</u>	<u>CLOSING DATES</u> (By Noon)
January 27, 2010	December 30, 2009
February 24, 2010	January 27, 2010
March 24, 2010	February 24, 2010
April 28, 2010	March 24, 2010
May 26, 2010	April 28, 2010
June 23, 2010	May 26, 2010
July 28, 2010	June 23, 2010
August 25, 2010	July 28, 2010
September 22, 2010	August 25, 2010
October 27, 2010	September 29, 2010
*November 18, 2010 (Thursday)	October 20, 2010
*December 16, 2010 (Thursday)	November 17, 2010
January 26, 2011	December 29, 2010

Please Note:

- Applications will not be accepted after 12:00 PM (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
 - ** 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:**

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
1/12/09