

**TOWN OF HENRIETTA
ZONING BOARD OF APPEALS
2011 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.

MEETING

January 26, 2011
February 23, 2011
March 23, 2011
April 27, 2011
May 25, 2011
June 22, 2011
July 27, 2011
August 24, 2011
September 28, 2011
October 26, 2011
*November 17, 2011 (Thursday)
*December 15, 2011 (Thursday)
January 25, 2012

CLOSING DATES (By Noon)

December 29, 2010
January 27, 2011
February 24, 2011
March 24, 2011
April 28, 2011
May 26, 2011
June 23, 2011
July 28, 2011
August 25, 2011
September 29, 2011
October 20, 2011
November 17, 2011
December 28, 2011

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 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**