

TOWN OF HENRIETTA 2024 ZONING BOARD OF APPEALS SCHEDULE

All meetings are generally scheduled for the first Wednesday of each month, unless otherwise noted. Meetings are held at 7:00 P.M. in the Main Meeting Room at the Henrietta Town Hall. Applicants will be notified by mail or email as to when to appear. Applicant or a representative must be present.

MEETING DATE

JANUARY 3, 2024
FEBRUARY 7, 2024
MARCH 6, 2024
APRIL 3, 2024
MAY 1, 2024
JUNE 5, 2024
JULY 3, 2024
AUGUST 7, 2024
SEPTEMBER 4, 2024
OCTOBER 2, 2024
NOVEMBER 6, 2024
DECEMBER 4, 2024
JANUARY 8, 2025

CLOSING DATE (By Noon)

NOVEMBER 29, 2023
JANUARY 3, 2024
JANUARY 31, 2024
FEBRUARY 28, 2024
MARCH 27, 2024
MAY 1, 2024
MAY 29, 2024
JULY 3, 2024
JULY 31, 2024
AUGUST 28, 2024
OCTOBER 2, 2024
OCTOBER 30, 2024
DECEMBER 4, 2024

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. Any application that is not complete 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: \$75.00 first variance, \$25.00 each additional application. Commercial/Industrial: \$250.00 first variance, \$100.00 each additional application.**
- 3 Site Plans – Plans must be folded (8 ½" x 11") upon submission
- 3 Instrument survey maps with notations for proposed variance
- Signage applications only-
 - 3 color renderings including dimensions of proposed signage
 - Site plan showing location of signage
 - If applying for multiple sign variances, signs must be numerically labeled on both the application description and the site plan
- Stakeout of area required for setback variance
- **Electronic copy** (format: .DWG, .PDF and/or .TIFF) of **all** application materials, including site plans, instrument survey maps and colored renderings (medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)
- Signed *Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees*
- Letter of Authorization (if applicable) for property owner and/or business owner

PLEASE NOTE

- Applicant is responsible for all copying (3 copies of all material submitted).
- PLEASE DO NOT STAPLE ANY MATERIAL SUBMITTED – THANK YOU.

Any questions regarding drawings, code or fees should be directed to the Building and Fire Prevention Department at (585) 359-7060 or building@henrietta.org. Thank you.

Robert Peckham, Zoning Board of Appeals Chairman
Rebecca B. Wiesner, Town Clerk and Receiver of Taxes (585) 359-7012
Heather Voss, Deputy Town Clerk (585) 359-7040