

**Town of Norfolk – Variance Application \_\_\_\_\_ Use \_\_\_\_\_ Area**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Variance request is for \_\_\_\_\_ of the Zoning Ordinance  
(Article and Section)

Description of nature of requested variance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of proposed building \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Include size, type, materials)

Check utilities and services available:

\_\_\_ Municipal Water System

\_\_\_ Private Well

\_\_\_ Electricity

\_\_\_ Storm Drains

\_\_\_ Fire Protection

\_\_\_ Municipal Sewer System

\_\_\_ Private Septic System

\_\_\_ Natural Gas

\_\_\_ Police

Complete if applicable:

Hours of Operation: \_\_\_\_\_ Peak Usage: \_\_\_\_\_

Maximum no. of residents/employees during peak usage \_\_\_\_\_

Nature of Traffic (cars, large trucks, etc...) \_\_\_\_\_

Lighting: \_\_\_\_\_

Signs (Materials, size, etc...) \_\_\_\_\_

Types of machinery to be used \_\_\_\_\_

Noise Levels \_\_\_\_\_ Pollution Type \_\_\_\_\_

Surface Material of Parking Area \_\_\_\_\_

Flooding Problems on Site \_\_\_\_\_

Has the site been checked for wetlands? If so, when, where and by whom \_\_\_\_\_

\_\_\_\_\_

On a separate sheet of paper provide a sketched map detailing public highways, driveways, parking areas, property boundaries, location of buildings, fences, hedges, walls, water and sewer systems, area lighting, drainage and residents of buildings adjoining properties.

List Names and addresses of all property owners within 500 feet of the site boundaries.

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I hereby state that I am the owner / applicant of the property for which this Variance Application is being submitted.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that I received the above application, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Norfolk Town Clerk

I hereby certify that I received the above application from the Town Clerk of the Town of Norfolk on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Chairman of the Zoning Board

## INSTRUCTIONS FOR APPLYING FOR A VARIANCE

1. Upon denial of a building permit, the applicant shall request an application for a Variance (Use or Area) from the Code Enforcement Officer. The Code Enforcement Officer will inform the applicant as to what section, article and paragraph of the Town of Norfolk Zoning code applies to the application.
2. The completed application is filed with the Town Clerk by the applicant. The filing fee is \$75.00 per application made payable to the Town of Norfolk. If the property is located within 500 feet of a NYS or County highway, another fee of \$75.00 per application is required made payable to the St. Lawrence County Planning Office.
3. The Town Clerk forwards the application to the Chairman of the Zoning Board.
4. The Zoning Board Chairman dates and signs the application and makes eight copies: One for each Planning Board member (including him / her self), one for the Code Enforcement Officer, One for the applicant, and one for public view in the Office of the Town Clerk.
5. The Zoning Board accepts the application for processing and sets the date for a Public Hearing within a reasonable amount of time.
6. The Public Hearing must be advertised at least 5 days prior to the date of the hearing in the Town of Norfolk's Official Newspaper (Courier Observer) in accordance with the open meetings laws.
7. The Public Hearing is held in accordance with Zoning Board rules.
8. The Zoning Board has 62 days to deliberate a decision.
9. The decision of the Zoning Board shall be filed in the Office of the Town Clerk within 5 business days after the day the decision is rendered and a copy thereof mailed to the applicant.
10. If denied, the decision must contain the reasons for denial.
11. If approved, the applicant has 30 days to request the building permit from the Code Enforcement Officer and pick it up at the Town Clerk's Office.

Code Enforcement Officer:                      Leonard Halpern                      (315) 384-0440  
Town Clerk:    Kathy M. Emlaw                      (315) 384-4821

Town of Norfolk / PO Box 481 / Norfolk, NY / 13667