



**City of Elmira**  
Code Enforcement Department  
Phone: (607) 737-5653  
<http://www.cityofelmira.net>

101 W. Second St.  
Elmira, NY 14901  
Fax: (607) 733-5235

## Zoning Board of Appeals Application

### To the Zoning Board of Appeals:

#### **A. Statement of Ownership and Interest**

I (We) \_\_\_\_\_  
Name of Applicant

of \_\_\_\_\_  
Street #

\_\_\_\_\_  
City, State, Zip

hereby appeal to the Zoning Board of Appeals for:

- 1. An interpretation of the Zoning Ordinance
- 2. A Certification of Continuing Nonconforming Use
- 3a. A Use Variance
- 3b. An Area Variance
- 4. A Special Permit
- 5. Change from one Nonconforming Use to another
- 6. Other:

#### **B. Location of Property**

1. The property in question is situated at the following address:

\_\_\_\_\_

2. current zoning classification \_\_\_\_\_ (Available from Code Enforcement)
3. tax map # \_\_\_\_\_ (Available from Assessor's Office: (607) 737-5670)

4. Is the property in question located within five hundred (500) feet from the boundary of any city, village, or town, or from any county or state parkway, expressway, throughway, or other limited access highway, or from the right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, or from any county or state lands on which a public building or institution is situated?

Yes       No

**C. General Data**

1. Current Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

2. Number of dwelling units proposed: \_\_\_\_\_

3. Number of employees proposed: \_\_\_\_\_

4. Parking spaces required: \_\_\_\_\_

A. Proposed: \_\_\_\_\_ C. Loading Zone Required:  Yes  No

B. Handicapped: \_\_\_\_\_ D. Curb Cut Permit Required:  Yes  No

5. Type of Non-Residential Use (if any)  
\_\_\_\_\_

6. Lot Size A. Length: \_\_\_\_\_ Ft.

B. Depth: \_\_\_\_\_ Ft.

C. Area: \_\_\_\_\_ Square Ft.

(A and B available from Assessor's Office)  
(607) 737-5670

7. Building Information

A. Number of Stories: \_\_\_\_\_

B. Floor area per story in square feet: (Available from the Assessor's Office)  
(607) 737-5670

Basement: \_\_\_\_\_ First Floor: \_\_\_\_\_ Second Floor: \_\_\_\_\_ Third Floor: \_\_\_\_\_

8. Applicant's relationship to the property:

A. Owner

B. Purchaser (must provide valid purchase offer)

C. Tenant (present)

D. Tenant (new) Lease Commitment:  Yes  No

E. Attorney for:  A  B  C  D  F

F. Other (explain) \_\_\_\_\_

9. Name and Address of Record Owner:

\_\_\_\_\_  
\_\_\_\_\_

10. Name and Address of Attorney:

\_\_\_\_\_  
\_\_\_\_\_

**D. Request**

The complete Zoning Ordinance is available online at <http://www.cityofelmira.net/permits>

1. Provisions of the Zoning Ordinance:

Section: \_\_\_\_\_

Concerning: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

2. Previous Appeal A previous appeal concerning this property

Has not been made

Has been made on: \_\_\_\_\_  
Date:

**Result:**

**E. Reasons for Request to Zoning Board** (attach additional pages if needed)

1. Interpretation of the Zoning Ordinance above is requested to determine whether:

2. A Special Permit would be in harmony with the intent and purpose of the Zoning Ordinance because:

3. A Variance of the Zoning Ordinance is requested for these reasons: (attach pages if needed)

A. Strict applications of the Ordinance would produce Undue Hardship because:

B. The variance would observe the spirit of the Ordinance and would not change the character of the district because:

C. **THE APPLICANT MUST PROVIDE A SEPARATE PAGE GIVING A FULL DETAILED DESCRIPTION OF THE REQUEST.**

F. In addition to meeting the standards prescribed by the Zoning Ordinance, the applicant will provide:

in order that the public convenience and welfare will be further served.

G. If you would like to receive an electronic copy of the agenda and/or minutes that apply to your application, please provide your e-mail address, otherwise you may view and/or download this information at [www.cityofelmira.net/boards](http://www.cityofelmira.net/boards). If you do not provide an e-mail address, please refer to #1 of the Application Instruction for meeting dates and times.

Applicant's e-mail address: \_\_\_\_\_

---

**Zoning Appeals are approved on a provisional basis, subject to the applicant obtaining all required permits and meeting all New York State Fire Prevention and Building Codes.**

STATE OF NEW YORK)  
COUNTY OF CHEMUNG) ss:

\_\_\_\_\_  
Applicant's Signature

Sworn to before me this

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

\_\_\_\_\_  
Applicant's Phone Number

← **THIS FORM MUST BE NOTARIZED**

\_\_\_\_\_  
(Notary Public)  
Elmira City Hall E-Document

Insert Short Environmental Assessment Form Here

Insert Short Environmental Assessment Form Here

## **Notice of Hearing Information**

1. Publication of legal notice will be placed in the Elmira Star-Gazette by the City of Elmira.
2. The applicant must mail the Notice of Hearing letter attached hereto so that it arrives to residents within 200' of the property in question five (5) days prior to the Zoning Board of Appeals meeting. A list of the property owners within 200' will be provided to the applicant by the City.

### **AFFIDAVIT REQUIRED**

The Appellant shall file with Code Enforcement one copy of the letter of notification to property owners together with a **NOTARIZED** affidavit setting forth a certification that the letter of notification to property owners was mailed to the individuals listed in affidavit, and a further certification that they are all owners of real property within two hundred (200) feet from the boundaries of the lot or lots for which the consideration and/or action of the Zoning Board of Appeals is requested.

NOTE: The Notice of Hearing mail should be done no later than one (1) week prior to the Zoning Board of Appeals meeting (required to be received five (5) days prior). In addition to the mailing, the applicant must return the "Affidavit of Mailing" prior to the Zoning Board of Appeals meeting. The Affidavit may be returned to:

City of Elmira Code Enforcement Department  
101 W Second Street  
Elmira NY 14901

If you have any questions, please contact the Code Enforcement Department at (607) 737-5653.





# ZONING BOARD OF APPEALS

**CITY OF ELMIRA, NEW YORK**

<http://www.cityofelmira.net>

A public hearing before the Zoning Board of Appeals of the City of Elmira, New York, will be held in the City Hall Court Room, City Hall, Elmira, New York, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at 4:30 o'clock in the P.M.

The purpose of this hearing will be to consider comments from the public concerning the application of \_\_\_\_\_ regarding property at \_\_\_\_\_, Elmira, New York. This applicant is requesting a \_\_\_\_\_ from the Zoning Ordinance\* to allow the following changes concerning the above mentioned property:

---

---

---

The above applications and supporting papers are open to inspection in the Code Department, 101 W. Second Street, Elmira, New York. Persons wishing to appear at such hearing may do so in person or by attorney or other representative duly designated. Communications in writing which relate thereto may be filed with the Code Department, 101 W. Second Street, Elmira, New York, 14901.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

\*The full text of the Zoning Ordinance is available online at <http://www.ciityofelmira.net/permits>