



**CITY OF ITHACA**

**108 E. Green St. — Third Floor Ithaca, NY 14850-5690**

**DEPARTMENT OF PLANNING, BUILDING, ZONING & ECONOMIC DEVELOPMENT**

**Megan Wilson, Secretary to the Board of Zoning Appeals**

Telephone: 607-274-6550

Fax: 607-274-6558

E-Mail: [mwilson@cityofithaca.org](mailto:mwilson@cityofithaca.org)

**ZONING APPEAL PROCEDURE FORM**

**— THESE ARE YOUR INSTRUCTIONS FOR BZA APPLICATION PROCEDURE.  
PLEASE KEEP THIS FOR REFERENCE —**

**SCHEDULED MEETINGS (PUBLIC HEARINGS)**

*(You will be notified if these dates change.)*

	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Board of Zoning Appeals (BZA)	_____	6:00 p.m.	<u>Common Council Chambers</u>
Planning & Development Board	_____	6:00 p.m.	<u>Common Council Chambers</u>

**IMPORTANT:** A BUILDING PERMIT is required to initiate the BZA appeal process and determine if Site Plan Review is also necessary. No Zoning Appeal application can be reviewed by the BZA if the following materials have not been provided at the time this application is submitted.

**TASKS & FORMS TO BE COMPLETED BY APPELLANT**

(also consult Section 325-40, “Board of Appeals; variances”)

**A.** The following shall be submitted to the Zoning Division by **2:00 p.m.** on \_\_\_\_\_:  
(3<sup>rd</sup> Friday of 2<sup>nd</sup> month before BZA mtg.)

1. Completed Zoning Appeal Application Form.
2. Fee of \$ \_\_\_\_\_, payable to “City of Ithaca” (see “Zoning Appeal Fees” sheet).
3. Owner's Authorization Form (if applicable).
4. List of all properties within 200’ of the perimeter of the subject property, and the names and addresses of the current property owners to whom the notices will be sent. This information must be obtained from: Tompkins County Department of Assessment, 128 E. Buffalo St. (Building C), Ithaca, NY, (607) 274-5517.
5. Completed “Notice of Appeal” form and draft letter to neighbors. The form and letter must be mailed together to all property owners within 200’ of the property by \_\_\_\_\_, but not before \_\_\_\_\_.

Letter to neighbors (attached to the “Notice of Appeal” form) should identify:

- **WHAT** work is proposed and the location. Describe proposed project in terms of physical characteristics in sufficient detail for the average person to basically understand what is proposed and how it may affect them.
- **HOW** it differs from the present conditions in terms of: use, development, signage, yard deficiencies, number of occupants/employees/users, off-street parking, and size (square feet of project) versus the existing conditions/characteristics on the property.
- **WHY** the proposal requires a variance, interpretation, or special permit. State the details of the proposal that will not be compliant with the Zoning Ordinance (e.g., existing side yard is 10’, but the proposed will be 5’ of the required 10’ side yard setback), and the grounds upon which you are claiming the variance should be granted.

6. Short Environmental Assessment Form (SEAF).

7. Building Permit Number: \_\_\_\_\_.

8. Property Survey: Submit most current site survey of existing property by a New York State Licensed Surveyor. Property survey should include dimensions, and clearly illustrate location and outlines of all buildings/structures on the property.

9. Building Plans: You must submit 1 set of drawings with the application for the initial review. Drawings must be scaled 1"=30' or 1"=1/4'. They must depict *both* existing conditions and proposed changes. After the review is complete, you will be required to submit 8 additional copies with any corrections or revisions.

Plans must include:

- A review set of drawings that includes scalable drawings, detailing the building, structures, proposed changes, and associated lot lines.
- Details of *existing* structures and *proposed changes* to the structure/property.
- An elevation drawing for all construction, detailing overall height, overhangs, surrounding topography, and other features that will impact the size of the project.
- All drawings/photographs should be labeled in terms of content, view direction, etc.
- Any revised plans or drawings should have a notation to that effect.
- Final set of drawings be no larger than 11" x 17".
- Materials received later than 10 days prior to the BZA hearing cannot receive adequate review by the Board and the Zoning Appeal will be postponed until the next meeting.

10. Sign Appeals: A site plan showing location of all proposed signs, dimensions to the street and/or public right-of-way, elevation drawings of sign(s) at the proposed location, and renderings of all signs, including dimensions.

**B.** Following receipt of application materials and fee, a Zoning Appeal number will be assigned.

**C.** After mailing "Notice of Appeal" form and letter to surrounding property owners, complete "Certification of Mailing" form and submit it to Zoning Division. At that time, you can obtain a SIGN regarding your appeal that you must post on the property — at least 7 days prior to BZA meeting. Signs cost \$15.00 each.

**D.** Appellant or agent should appear at the Public Hearing to answer questions from the Board. You may present a short statement lasting no longer than 5 minutes.

**PLEASE SUBMIT APPLICATION MATERIALS TO:**

City of Ithaca Zoning Division  
108 E. Green St., 3<sup>rd</sup> Floor  
Ithaca, NY 14850

Phone: (607) 274-6550  
Fax: (607) 274-6558



**ELECTRONIC SUBMISSIONS:** Please provide electronic versions of ALL documents to: [mwilson@cityofithaca.org](mailto:mwilson@cityofithaca.org).

**E-MAILING LARGE FILES:** Incoming e-mails to the City must be under 10 MB in size (incl. the message envelope itself), so please either provide a flash drive, or use a free file-sharing web site, like: [www.hightail.com](http://www.hightail.com), [www.dropbox.com](http://www.dropbox.com), [www.google.com/drive](http://www.google.com/drive), etc. You can also split documents into smaller parts and send multiple e-mails/files.