



**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**

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## **BOARD OF ZONING APPEALS (BZA) APPLICATION**

### 1. TYPE OF APPEAL:

- AREA VARIANCE
- SPECIAL PERMIT
- USE VARIANCE
- SIGN VARIANCE
- ACTION, DECISION, OR INTERPRETATION OF ZONING OFFICER

APPEAL #: \_\_\_\_\_ (FILLED IN BY STAFF)

HEARING DATE: \_\_\_\_\_

BUILDING PERMIT #: \_\_\_\_\_ (REQUIRED)

RECEIPT #: \_\_\_\_\_ (FILLED IN BY STAFF)

2. Property Address: \_\_\_\_\_ Use District: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Appellant's Name: \_\_\_\_\_ Appellant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### 4. Attach Reason for Appeal (see "Zoning Appeal Procedure Form")

5. Appellant Certification: *I certify the information submitted with the appeal is true to the best of my knowledge/belief; and I have read and am familiar with City of Ithaca Zoning Ordinance sections that apply to this appeal (incl. Section 325-40, describing the powers and duties of the Board of Zoning Appeals). I also acknowledge the Board of Zoning Appeals may visit the property and I specifically permit such visits.*

I have met/discussed this application with Zoning Division staff prior to submission.

\_\_\_\_\_  
Appellant Signature

STATE OF NEW YORK  
COUNTY OF TOMPKINS

Notary Public available at City Hall.

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**IMPORTANT:** INCOMPLETE applications will be returned to the applicant and the applicant will have to reapply.

If ANOTHER CITY APPROVAL is required (e.g., Site Plan Review, Subdivision Review, Ithaca Landmarks Preservation Commission Review), this application will likely not be considered at the next scheduled BZA meeting date.

If an application is submitted and subsequent CHANGES are made to the proposal/project, a revised application will be required. The original application will not be considered a placeholder for the original BZA hearing date. Zoning Division staff will also not remove contents from earlier applications to complete a revised application. Applicants are responsible for ensuring all information necessary for processing a Zoning Appeal is submitted by the application deadline for a given BZA hearing date.