

**Part 2: To Be Completed by Zoning Administrator**

**Property Description:**

Tax Map SBL#: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Description of Current Use of the Property: (attach sketch): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Property in Hamlet Area? \_\_\_\_ Yes \_\_\_\_ No      Is SEQRA Review required? \_\_\_\_ Yes \_\_\_\_ No

The applicant's appeal from a decision of the Zoning Enforcement Officer, or on direct appeal from the planning board as permitted by Town Law, concerns the following:

\_\_\_\_\_ Denial of an Application for a Building Permit concerns the following: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Denial of an Application for a Certificate of Occupancy (Attach to Application)

For the Proposed Activity: \_\_\_\_\_

Denial was made because of a violation of the Town Zoning Code (s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Zoning Administrator**

\_\_\_\_\_  
**Date of Zoning Administrator's Decision**

**Part 3: To Be Completed by the Zoning Board of Appeals**

**After public hearing and reviewing the above criteria the ZBA finds:**

- ( ) The Applicant **has failed to prove hardship** through the application of the above tests as required by state statutes.
- ( ) The Applicant **has proven hardship** through the application of the above tests. In finding for such hardship, the ZBA grants a variance to allow use of the property in the manner detailed below:

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

\_\_\_\_\_  
**Signature of ZBA Chairperson**

\_\_\_\_\_  
**Date**

**Applicant:** Unless otherwise specified by the Zoning Board of Appeals, an Approved Variance shall expire if you fail to obtain any necessary building permit or fail to comply with the conditions of said authorized permit within six (6) months from the date of authorization thereof. The Zoning Board of Appeals may increase this period from six (6) months to one (1) year at its discretion.