

**VILLAGE OF LIVERPOOL  
CODE ENFORCEMENT OFFICE**

310 Sycamore Street | Liverpool, NY 13088  
Phone: (315) 457-3441 x4  
codes@villageofliverpool.org

**ZONING APPEAL/ INTERPRETATION  
APPLICATION PROCEDURE**

- A) Complete all applicable sections of the application.
- B) Sign and date the application.
- C) Provide 9 copies of each of the following at least two (2) weeks before the public hearing date  
(Some items may not apply to your project):
  - a. APPLICATION – correctly completed and signed by applicant
  - b. PROPERTY SURVEY – drawn to scale and representing property as it currently exists
  - c. SITE PLAN – drawn to scale, maximum 1" = 50' of the proposed project
  - d. FLOOR PLANS – drawn to scale, showing proposed layout
  - e. ILLUSTRATION OF THE EXTERIOR APPEARANCE OF THE PROPOSED PROJECT – showing all details including trim, etc.
  - f. SHORT ENVIRONMENTAL ASSESSMENT FORM – completely filled out and signed
  - g. APPLICATION FEE – must accompany application. Fee is non-refundable
- D) The applicant for an area or use variance shall notify by certified mail all property owners within 200 feet of the subject property at least five days prior to the public hearing and shall furnish the Zoning Board of Appeals with post office receipts prior to the public hearing as proof of notification. The village clerk will provide the notice and mailing labels with addresses.
- E) The applicant must appear in person or by agent. If an agent is to appear, the applicant must submit a notarized letter authorizing the agent to represent them in all matters and decisions related to the appearance.
- F) Public hearings are scheduled to be held at the regular monthly meetings of the Zoning Board of Appeals on the 4th Monday of each month at:
  - Liverpool Village Hall
  - 310 Sycamore Street
  - Liverpool, NY 13088
- G) Applicants or their agents are required to attend the public hearing, ready to prove the need for the granting of the variance or the purpose of the interpretation. See guidelines for variance information.
- H) Applications for front yard variances within 500 feet of a county road or park must be sent to Onondaga County Planning for review before the Zoning Board of Appeals can act on the application.

For additional information, please contact the Code Official at: (315) 457-3441, x4

**VILLAGE OF LIVERPOOL**

310 Sycamore Street, Liverpool, NY 13088

(315) 457-3441, Ext. 4 / Fax: (315) 457-5119

**ZONING APPEAL/ INTERPRETATION APPLICATION**

All applicable sections of this application must be completed - incomplete applications will be returned.

Applicant Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

The undersigned hereby makes application for: ( ) Area Variance ( ) Use Variance ( ) Interpretation

**Complete this Section for an Area or Use Variance:**

The undersigned hereby appeals the decision of the Code Official whereby he/she did: ( ) Grant ( ) Deny

Permit Type: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Project Address: \_\_\_\_\_ Owner Name: \_\_\_\_\_ Zoned: \_\_\_\_\_

Under Zoning Law Article: \_\_\_\_\_ Section: \_\_\_\_\_ Subsection: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Description of project: \_\_\_\_\_

**Basis for requesting an Area Variance** (Check all that apply):

- ( ) An undesirable change will not be produced in the character of the neighborhood or a detriment to nearby properties will not be created by the granting of the area variance;
- ( ) The benefit sought by the applicant cannot be achieved by some method, feasible for the applicant to pursue, other than an area variance;
- ( ) The requested area variance is not substantial;
- ( ) The proposed variance will not have an adverse effect of impact on the physical or environmental conditions in the neighborhood or district;
- ( ) The alleged difficulty was not self-created.

**Basis for requesting a Use Variance** (Check all that apply):

- ( ) The applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;
- ( ) The alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
- ( ) The requested use variance, if granted, will not alter the essential character of the neighborhood;
- ( ) The alleged hardship has not been self-created.

**Complete this Section for a Zoning Law Interpretation:**

I hereby request an interpretation of the following Zoning Law. Reason for interpretation: (provide on separate page)

Article: \_\_\_\_\_ Section: \_\_\_\_\_ Subsection: \_\_\_\_\_ Paragraph: \_\_\_\_\_

**Applicant Certification:** I hereby certify that this application is true and correct to the best of my knowledge.

**Consent to Enter Property:** By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times for the purpose of obtaining information relevant to the processing of this application.

**SIGNATURE OF OWNER OF PREMISES: X**

**DATE:**

Official Use Only                      Official Use Only                      Official Use Only                      Official Use Only                      Official Use Only

Application Number: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Action of the Zoning Board: Granted ( ) Denied ( ) Date: \_\_\_\_\_

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_