

Zoning Board Application Procedure

Village of Camillus

37 Main Street, Camillus, NY 13031

Email: codes@villageofcamillus-ny.gov

Phone: (315) 672-3484, Fax: (315) 672-5323

- A.** Applicants must submit all documents electronically and be prepared to present electronically at the meeting (the village has a large format digital screen).
- B.** In order to be placed on the agenda, all required materials must be submitted to the Village Clerk's office **at least (2) two weeks before the meeting date**, including:
- (Some items may not apply to your project):
1. ZONING BOARD APPLICATION – fully completed and signed by the applicant
 2. SHORT ENVIRONMENTAL ASSESSMENT FORM – fully completed and signed
 3. PROPERTY SURVEY – drawn to scale by a licensed land surveyor or engineer and representing property as it currently exists
 4. SITE PLAN – drawn to scale, maximum 1" = 50' of the proposed project
 5. FLOOR PLANS – drawn to scale, showing proposed layout
 6. ILLUSTRATION OF THE EXTERIOR APPEARANCE OF THE PROPOSED PROJECT – showing all details including colors, trim, etc.
 7. APPLICATION FEE – must accompany application and is non-refundable:
 - a. Area Variance = \$25.00
 - b. Use Variance = \$25.00
 - c. Interpretation = \$25.00
- C.** Document submittal:
1. Submit electronic documents to: codes@villageofcamillus-ny.gov
 2. Submit two (2) paper copies of all documents to the Codes office
- D.** Mailings required. The applicant for an area or use variance shall notify by certified mail (no return receipt) all property owners within 200 feet of the subject property of the application and the public hearing to be held. Such notices shall be provided by the Village Clerk and shall be mailed at least five days prior to the public hearing, and the applicant shall furnish the Zoning Board with post office receipts as proof of notification.
- 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 once an application has been received. They are typically held at 6:00 P.M. at:
- Camillus Village Hall
37 Main Street
Camillus, NY 13031
- 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.

For additional information, please contact the Code Official at: (315) 672-3484