

**TOWN OF HENRIETTA  
ZONING BOARD OF APPEALS  
2014 SCHEDULE**

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All meetings are scheduled for the fourth Wednesday of each month unless noted.\* The time of all meetings is 7:00 P.M. Meetings are held in the Main Meeting Room, at the Henrietta Town Hall. Applicants will be notified by certified mail as to when to appear. Applicant or representative must be present. Applications must be submitted to the Building and Fire Prevention Department no later than 12:00 P.M. (Noon) on the closing date. Applications must be complete - please give yourself enough time to go over any questions you may have prior to the closing date.

**MEETING**

January 22, 2014  
February 26, 2014  
March 26, 2014  
April 23, 2014  
May 28, 2014  
June 25, 2014  
July 23, 2014  
August 27, 2014  
September 24, 2014  
October 22, 2014  
\*November 20, 2014 (Thursday)  
\*December 18, 2014 (Thursday)  
January 28, 2015

**CLOSING DATES (By Noon)**

December 26, 2013  
January 29, 2014  
February 26, 2014  
March 26, 2014  
April 30, 2014  
May 28, 2014  
June 25, 2014  
July 23, 2014  
August 27, 2014  
September 24, 2014  
October 22, 2014  
November 19, 2014  
December 26, 2014

**Please Note:**

- ▶ Applications will not be accepted after 12:00 P.M. (Noon) on the closing date.
- ▶ Any application that is not complete according to Code by closing date will not be placed on the next agenda and the applicant will be notified.

**Requirements for Applications**

- ▶ Application Form
- ▶ Application Fee: •Residential: \$45.00 •Commercial/Industrial: \$150.00
- ▶ \*\*12 Site Plans - Plans must be folded (8 1/2" x 11") upon submission.
- ▶ \*\*12 Instrument survey maps required with application for setback variance.
- ▶ \*\*12 Color renderings for signage (if applicable).
- ▶ Stakeout of area required for setback variance.
- ▶ Applicant is responsible for all copying (12 copies of all material submitted).

**PLEASE DO NOT STAPLE ANY MATERIAL SUBMITTED - THANK YOU.**

\*\*PLEASE NOTE ADDITIONAL REQUIREMENTS: In addition to the above requirements, an electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings need to be submitted with application for permanent records. Please send via the following medium: CD/DVD, USB Flash Drive or email to [drawings@townofhenrietta.org](mailto:drawings@townofhenrietta.org).

**Any questions regarding drawings, code or fees should be directed to the Building and Fire Prevention Department at 359-7060. Thank you.**

**Robert Steidle, Chairman  
Henrietta Zoning Board of Appeals**

(11/12/13)