



Town of Queensbury Sign Variance Application

REVIEW PROCESS:

1. Required Pre-Submission meeting with staff to determine general completeness of application materials to be held no later than 1 week prior to deadline day. See Page 6. Call (518) 761-8238 or (518) 761-8265 for an appointment. **DO NOT MAKE COPIES UNTIL AFTER THIS MEETING WITH STAFF.**
2. Determination of application completeness. All necessary information must be provided and appropriate fee(s) paid for consideration for placement on an agenda.
3. Incomplete applications will not be considered for placement on any agenda until all missing information has been supplied.
4. Submittal to the Warren County Planning Board, if applicable.
5. Zoning Board meetings, generally the third and fourth Wednesday of each month. You will be advised in writing as to which meeting to attend.
6. Following the meeting, you will be provided with a copy of the resolution stating the Board's decision on your application. If your application was approved, the next likely step is a Building Permit. Final plans / drawings must be provided for the next phase of review. If your application was denied your project cannot proceed as submitted.

DOCUMENTS TO BE SUBMITTED: (HARD COPY & ELECTRONIC)

1 original and **14 copies** of the completed application package to include:

Completed Application: pages 1–9 completed, signed & dated

Pre-Submission Meeting Notes: signed by staff

Denial Letter: from the Zoning Administrator

Survey:

Current Survey: survey map depicting current conditions – sign, stamped, date by surveyor

Proposed Conditions Map: The proposed conditions map must be based on a current survey and may be prepared by Surveyor, Professional Engineer (Civil) or a Registered Architect.

Area / Sign Applications: must provide a final as-built survey depicting all site conditions and improvements

Survey Waiver: Applicant may request a waiver from the survey pre and post requirements.

Copy of Deed

Fee: \$50 residential; \$100 commercial

ZONING STAFF & CONTACT INFORMATION:

Craig Brown, Zoning Administrator	craigb@queensburyny.gov
Laura Moore, Land Use Planner	lmoore@queensburyny.gov
Karen Dwyre, Office Specialist	karend@queensburyny.gov (518) 761-8238

Visit our website at www.queensburyny.gov for further information and forms.

General Information

Tax Parcel ID Number: _____

Zoning District: _____

Detailed Description of Project [include current & proposed use]:

Location of Project: _____

Applicant Name:		Mailing Address	
Home Phone		City, State, Zip	
Work Phone		Cell Phone	
E-Mail:		FAX No.	
Agent's Name:		Mailing Address	
Home Phone		City, State, Zip	
Work Phone		Cell Phone	
E-mail		FAX No.	
Owner's Name		Mailing Address	
Home Phone		City, State, Zip	
Work Phone		Cell Phone	
E-mail		FAX No.	

Site Development Data

Area / Type	Existing sq. ft.	Proposed Addition sq. ft.	Total sq. ft.
A. Building footprint			
B. Detached Garage			
C. Accessory Structure(s)			
D. Paved, gravel or other hard surfaced area			
E. Porches / Decks			
F. Other			
G. Total Non-Permeable [Add A-F]			
H. Parcel Area [43,560 sq. ft. / acre]			
I. Percentage of Impermeable Area of Site [I=G/H]			

Setback Requirements

Area	Required	Existing	Proposed
Front Yard [1]			
Front Yard [2]			
Shoreline			
Side Yard [1]			
Side Yard [2]			
Rear Yard [1]			
Rear Yard [2]			
Travel Corridor			
Height [maximum]			
Permeability			
Number of parking spaces			

Compliance with Chapter 147 Sign Ordinance

1. A scaled drawing of the entire sign(s) and site plan drawing showing the location is to be included in the submission packet ie on building and on site. Please note a survey is required unless a waiver is granted.

2. This application is for a change in the (check all that apply):

_____ Number of Signs: from (currently): _____ to (proposed): _____

_____ Setback for Sign

_____ Size of Sign

_____ Height of Sign

_____ Other (specify) _____

3. Sign Dimension(s)

Sign Type	Existing (Check)	Proposed (Check)	Length (ft)	Width (ft)	Total (Sq Ft)	Height (ft)
Wall						
Wall						
Freestanding						
Freestanding						
Other ie panel						
Projecting						
Awning						
Illuminated			Type:			

4. Property Line Setbacks Front/ Rear _____ Side _____

5. Sign Wording: _____

6. Additional information if applicable _____

The following questions reflect the criteria for granting this type of variance. Please complete them; use additional sheets if needed.

1. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby property will be created by the granting of this sign variance?

2. Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than a sign variance?

3. Whether the requested sign variance is substantial?

4. Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district?

5. Whether the alleged difficulty was self-created?

Additional Project Information

1. If the parcel has previous approvals, list application number(s): _____
2. Does this project require coverage under the New York State Pollutant Discharge Elimination System (SPDES) Permit Program? ☐ Yes / ☐ No
3. Estimated project duration: Start Date _____ End Date _____
4. Estimated total cost of project: _____

Section 179-14-030

Application materials and site plan drawing is to include sufficient information for the Board to review and provide a decision. The applicant is to provide a site plan drawing(s) – a survey showing existing conditions, a proposed conditions map (see page 00 for specific criteria) and include any other attachments that address A - D as applicable to the proposed project.

A.	General	Shown on Sheet #
1	Title, Name, Address of applicant & person responsible for preparation of drawing	
2	Deed	
3	North arrow, Tax Map ID, date prepared and scale [minimum: 1 inch = 40 feet]	
4	Boundaries of the property plotted to scale, zoning boundary	
5	Principal structures, accessory structures with exterior dimensions	
6	Site improvements incl. outdoor storage areas, driveways, parking areas, etc.: existing & proposed	
7	Setbacks for all structures and improvements: existing & proposed	
8	Elevations and floor plans of all proposed and affected structures	
B.	Water & Sewer	Shown on Sheet #
1	Project sewage disposal facilities, design details, construction details, flow rates, and number of bedrooms proposed	
2	Water supply [i.e. well] & septic on adjoining lots with separation distances to existing or proposed on-site water supply and septic	
3	Separation distances for proposed sewage disposal system to well and water bodies	
4	Existing public or private water supply [well, lake, etc.]. Method of securing public or private water, location, design and construction of water supply including daily water usage	
5	Percolation test location and results	
C.	Parking / Permeable Areas	Shown on Sheet #
1	Number of spaces required for project including calculations and justification: existing & proposed	
2	No. of existing parking spaces, number to be removed, number to maintain and type of surfacing material [e.g., gravel, paved]	
3	Provision for pedestrian and handicap access and parking: existing & proposed	
4	Design details of ingress, egress, loading areas and cutting: existing & proposed	
5	Location and character of green areas [existing and proposed], modification to green area, buffer zone to remain undisturbed	
6	Lighting, location and design of all existing and proposed outdoor lighting	
D.	Additional Site Development and Miscellaneous	Shown on Sheet #
1	On-site & adjacent watercourses, streams, rivers, lake and wetlands	
2	Utility / energy distribution system [gas, electric, solar, telephone]: existing & proposed	
3	Location, design and construction details of all existing and proposed site improvements including: drains, culverts, retaining walls, fences, fire & emergency zones and hydrants, etc.	
4	Square footage of bldg. area proposed for office, manufacturing, retail sales or other commercial activities: existing & proposed	
5	Signage: Location, size, type, design and setback: existing & proposed	
6	Waiver Request: provide letter with application requesting any waivers: please reference specific items	
7	Commercial / Industrial Development requires submission of Landscaping, Stormwater Management, Grading & Lighting Plans	
8	Identification of Federal, State or County permits required for the project together with a record of application for all necessary permits	

PRE-SUBMISSION CONFERENCE FORM

TO BE COMPLETED WITH STAFF PRIOR TO SUBMISSION OF MATERIALS

1. **Applicant Name:** _____
 2. **Tax Map ID:** _____ **Location:** _____
 3. **Zoning Classification:** _____
 4. **Reason for Review:** _____
 5. **Zoning Section #:** _____
 6. **Pre-Submission Meeting Notes:**

	Provided	Outstanding; Please provide by
Deed	_____	_____
General Information complete	_____	_____
Site Development Data Complete	_____	_____
Setback Requirements Complete	_____	_____
Additional Project Information Complete	_____	_____
FAR addressed	_____	_____
Compliance with Zoning Ordinance	_____	_____
Checklist items addressed	_____	_____
Environmental Form completed	_____	_____
Signature Page completed	_____	_____

Staff Representative:

Applicant / Agent:

Date:

This page includes the **1.)** Authorization to Act as Agent Form; **2.)** Engineering Fee Disclosure; **3.)** Authorization for Site Visits; **4.)** Other Permit Responsibilities; **5.)** Official Meeting Disclosure and **6.)** Agreement to provide documentation required.

OWNER'S AGENT FORM: Complete the following if the **OWNER** of the property is not the same as the applicant:

Owner: _____

Designates: _____ as Agent regarding the following:

Variance ____ Site Plan ____ Subdivision ____

For Tax Map No.: _____ Deed Reference: Book ____ Page ____ Date ____

OWNER SIGNATURE: _____ **DATE:** _____

APPLICANT'S AGENT FORM: Complete the following if the **APPLICANT** is unable to attend the meeting or wishes to be represented by another party:

Owner: _____

Designates: _____ as Agent regarding the following:

Variance ____ Site Plan ____ Subdivision ____

For Tax Map No.: _____ Deed Reference: Book ____ Page ____ Date ____

OWNER SIGNATURE: _____ **DATE:** _____

2.) ENGINEERING FEE DISCLOSURE: Applications may be referred to the Town consulting engineer for review of septic design, storm drainage, etc. as determined by the Zoning or Planning Department. Fees for engineering review services will be charged directly to the applicant. Fees for engineering review will not exceed \$ 1,000 without notification to the applicant.

3.) AUTHORIZATION FOR SITE VISITS: By signing this page and submitting the application materials attached herein, the Owner, Applicant, and his/her/their agent(s) hereby authorize the Zoning Board or Planning Board and Town Staff to enter the subject properties for the purpose of reviewing the application submitted.

4.) OTHER PERMIT RESPONSIBILITIES: Other permits may be required for construction or alteration activity subsequent to approval by the Zoning Board or Planning Board. It is the applicant's responsibility to obtain any additional permits.

5.) OFFICIAL MEETING MINUTES DISCLOSURE: It is the practice of the Community Development Department to have a designated stenographer tape record the proceedings of meetings resulting from application, and minutes transcribed from those tapes constitutes the official record of all proceedings.

6.) AGREEMENT TO PROVIDE DOCUMENTATION REQUIRED: I, the undersigned, have thoroughly read and understand the instructions for submission and agree to the submission requirements, I acknowledge no construction activities shall be commenced prior to issuance of a valid permit. I certify that the application, plans and supporting materials are a true and complete statement/description of the existing conditions and the work proposed, and that all work will be performed in accordance with the approved plans and in conformance with local zoning regulations. I acknowledge that prior to occupying the facilities proposed, I or my agents, will obtain a certificate of occupancy as necessary. I also understand that I/we may be required to provide an as-built survey by a licensed land surveyor of all newly constructed facilities prior to issuance of a certificate of occupancy

I have read and agree to the above.

Signature [Applicant]

Print Name [Applicant]

Date signed

Signature [Agent]

Print Name [Agent]

Date signed

Page 7