

## VARIANCE APPLICATION INSTRUCTION SHEET

After being denied a Building Permit by the Code Enforcement Officer, the following procedures need to be followed for a Variance Application.

1. Complete the Variance application. The property tax map number must appear on the application. Example 452.2-1-16
2. Provide a plot map of the property, showing existing structures and proposed structures and the set backs from all property lines.
3. Notify all property owners within 750 feet of the property requesting the variance. **This must be a copy of the application for the variance that is being requested and a plot map of the property.** The names and addresses can be obtained at the Santa Clara Town Hall from the Code Enforcement Officer and the Assessment Rolls. **All notices must be sent by Certified US Mail.**
4. Send to the Variance Board Secretary the following:
  - Completed application
  - Plot map of property
  - Certified US Mail receipts proving all property owners were sent a notification.
  - A map showing the property and all properties within a radius of 750 feet of the exterior boundaries
  - Check **made payable to the Town of Santa Clara –**  
**AREA VARIANCE \$160.00**  
**USE VARIANCE \$210.00**

MAIL TO: Robin Sullivan  
Variance Board Secretary  
5359 State Route 30, Saranac Lake, NY 12983

When the above is received, it will be reviewed to make sure it is complete. If it is not complete, it will be returned to the applicant for the missing information. Once complete the following steps will be taken

1. A date will be assigned for the public hearing.
2. Notification will be sent to the applicant of the hearing date, time and location.
3. Notification will be sent to the Variance Board members along with copies of the application and plot map.
4. Notice of a Public Hearing will be published in the Adirondack Daily Enterprise 7 days prior to the hearing date.
5. Public Hearing will be held and applicant will be given opportunity to speak to the Variance Board. The board will make a decision and the applicant will know if the Variance is approved or denied before the hearing is completed.
6. Notification will be sent in writing to the applicant and the Code Enforcement Officer with the Variance Boards decision on the application.