

**TOWN OF GLENVILLE**  
**SIGN VARIANCE**  
**INSTRUCTIONS AND APPLICATION**

(Please read thoroughly)

**A. DEFINITION**

A sign variance is a mechanism which allows an individual to install a sign on his/her property in a way that is otherwise prohibited by the Town's Zoning Ordinance. Typically, a sign variance is sought by an individual wishing to waive one or more dimensional standards/general requirements such as size and height limitations, placement in reference to the building and/or street, or type of sign allowed in a particular zoning district.

**B. PURPOSE**

Due to the encompassing nature of the Sign Ordinance, there may be instances where the requirements of this local law would unfairly restrict the economic practices of a particular business or advertiser and result in a particular hardship or difficulty. By applying to the Zoning Board of Appeals (ZBA) for a sign variance, a relief mechanism is provided to grant exceptions to the application of the Zoning Ordinance.

**C. REVIEW CRITERIA**

In assessing the appropriateness of a sign variance application, the ZBA shall take into consideration the benefit to the applicant if the variance is granted, as weighed against any resulting detriment to the health, safety and welfare of the neighborhood or community.

In doing so, the ZBA shall consider the following:

- The particular hardship or difficulty to the petitioner if the sign variance request is denied.
- The magnitude of the variance being sought.
- The visual impacts to the immediate neighborhood if the variance is granted.
- If the hardship or difficulty has been self-created by the applicant.

**D. APPLICATION PROCEDURE**

- An application for a sign variance, including supporting materials, and a site plan, must be submitted to the Town Building Inspector at least twenty-one (21) calendar days prior to the next regularly scheduled ZBA meeting. Providing the applicant files a complete application within the prescribed time frame, he/she will be placed on the agenda of the next scheduled ZBA meeting. Late applications will be scheduled for the following month's ZBA meeting.
- Following a public hearing and review of the sign variance proposal at the ZBA meeting, the ZBA shall act within sixty-two (62) calendar days of the hearing date. In deciding on the sign variance request, the ZBA may approve, approve with modifications or disapprove the variance. In addition, the ZBA may impose such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the variance, as is determined necessary to secure compliance with the Zoning Ordinance, and to minimize any adverse impacts on the neighborhood community.

- The ZBA meeting on the fourth (4<sup>th</sup>) Monday of each month at 7:00PM at the Glenville Municipal Center. The applicant, or a representative of the applicant, shall be present at this meeting in order to address issues and questions raised by the Board.

#### **E. MATERIALS TO BE SUBMITTED**

A complete site plan **must** include all of the following:

- Nine (9) copies of a completed application form, as attached herein
- Nine (9) copies of a site plan or map and all supporting documentation. (see Section F for required site plan details).
- Nine (9) copies of a rendering of all proposed and existing signs showing:
  - ❖ Location on lot or building, including setback distances from lot lines and driveways/access roads
  - ❖ Dimensions of proposed sign, including ground clearance and overall height from grade
  - ❖ Colors, font and wording
- The application fee:
  - ❖ \$185.00 for the first sign variance plus \$50.00 for each additional sign variance requested

#### **F. SITE PLAN CHECKLIST**

A complete site plan **must** illustrate all of the following:

- Site/plot plan or map drawn to a scale no smaller than 50 feet to 1 inch.
- Location map showing approximate location of site in relationship to adjacent roads, intersections, and landmarks. Preferably the location map will be illustrated as an inset on the site plan.
- Title box containing:
  - ❖ Property location
  - ❖ Name and address of applicant
  - ❖ North Arrow
  - ❖ Scale of drawing
  - ❖ Date map was prepared. If revisions are made, a table is to be included showing the date of the original map and all revisions, and a description detailing the nature of the map amendments.
- Boundaries of the property, plotted to scale.
- Zoning and use of all abutting properties and of properties directly across the street or road.
- Location, names, and widths of existing and proposed streets.
- Proposed use and dimensions of all existing and proposed buildings, parking areas, and driveways. **\*\*NOTE:** It is beneficial to also show this information for adjacent properties\*\*
- Location of floodplains and/or regulated wetlands, showing boundary of 100-year floodplain (if present on or adjacent to site).
- Landscaping in area of proposed sign, proposed and existing.

Town of Glenville Building Dept.  
18 Glenridge Road, Glenville, NY 12302  
Phone: (518) 688-1200 ext. 8  
Fax: (518) 384-0140  
[www.townofglenville.org](http://www.townofglenville.org)



Date Received: \_\_\_\_\_  
Date bldg. permit denied: \_\_\_\_\_  
Tot. # of variances requested: \_\_\_\_\_  
Fees: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Authorized by: \_\_\_\_\_

SIGN VARIANCE APPLICATION

TO BE COMPLETED BY THE APPLICANT:

Answer all questions. Incomplete applications may delay the review process.

Location of Proposed Sign (Address): \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Tax Map ID #: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Property Owner/Applicant: Contact: (if different from applicant)  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

List all code sections pertaining to variances being requested:

Section of Town Code	Permitted size/dimensions	Proposed size dimensions	Variance Requested
_____	_____	_____	_____
_____	_____	_____	_____

Address the following review criteria as noted in Section C (page 1) of the instructions  
\*\*Answers such as "none" or "N/A" will not be accepted\*\*

1. The particular hardship or difficulty to the petitioner if the variance request is denied.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The magnitude of the variance being sought.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The visual impacts to the immediate neighborhood and impacts to vehicle and pedestrian traffic if the variance is granted.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If the hardship or difficulty has been self-created.

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Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

(Signed agreement between the property owner and representative may be accepted.)