



**TOWN OF CANDOR
101 OWEGO ROAD
CANDOR, NY 13743
(607) 659-3175**

Board of Appeals Application Form Instructions

Generally, there are (2) types of requests made to the Board of Appeals:

1. Area Variance – request for relief from dimensional land use laws (such as setback, road frontage, lot size, etc.)
2. Interpretation of Code Enforcement Officer (CEO) Decision – reverse or affirm decisions, interpretations or determinations of the CEO (such as building permits, signs, laws, etc.)

The Board of Appeals meets as needed at the Town Hall. Once a public hearing date and time have been established, you will be notified. All property owners within 100' of the affected residential property, 200' of nonresidential property and all others as prescribed by Town of Candor Board of Appeals Law must be notified by mail of the public hearing date, time, location of affected property. This notification is completed by the Town. A Notice of Public Hearing will be posted in the Town's official newspaper.

General procedure for filing an application for a variance request.

- 1) Fill in all requested information. Include any documentation that you believe supports your request. If you are appealing a decision of the CEO, also attach his decision. If you are applying for an area variance, also include a site plan showing all dimensions and obstacles which are creating the need for an area variance. The site plan should include the following:
 - a) Dimensions of the lot boundaries, including road frontage.
 - b) Locations and dimensions of existing and proposed structures.
 - c) Location of driveway, well, septic field, retaining walls, fences, etc.
 - d) Any known utility easements of record.
 - e) Significant topographical and hydrological features, including wetlands
 - f) North arrow placement, property location, tax map #, name & date.
- 2) Provide site sketch with explanation that may be able to assist.
- 3) Return the Board of Appeals Form and all supporting documentation along with the current Appeals fee to the Town of Candor Code Enforcement Office at the above address. If you are paying by check, make payable to: Town of Candor.
- 4) If you have any questions or concerns, please feel free to call the Code Enforcement Office at (607) 659-3175 x4