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DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Application Received**

By: \_\_\_\_\_

**Plan Commission Date and Time YOU MUST BE PRESENT:**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ PM

**Approved for processing by the Village of Palmyra Zoning Board of Appeals  
Chairman:**

Signature: \_\_\_\_\_

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(        ) Approved                      (        ) Conditionally Approved

**Fire Department Inspector Approval** \_\_\_\_\_

Date \_\_\_\_\_

**Building Inspector Approval** \_\_\_\_\_

Date \_\_\_\_\_

**Occupancy Permit #** \_\_\_\_\_

**Village of Palmyra**  
**VARIANCE JUSTIFICATION**  
**(Attach to Land Use Application)**

**APPLICANT**

Name

address

Describe the requested variance: cite the section of the Zoning Code and the specific requirements; and

Describe the special conditions unique to this property and different from that of other parcels of land which cause practical difficulty or unnecessary hardship; and

Describe how this variance, if granted, will serve the public interest; and

Describe how this variance, if granted, would be in accord with the spirit of the Palmyra Zoning Code; and

Describe how this variance, if granted, would cause substantial justice to be done to this property.

*Required Attachments: 1. A site plan drawn to scale showing the following information: lot dimensions; location and setbacks of all existing structures on the subject property and on abutting properties; location of easements, streets and sidewalks, driveways and parking areas; natural obstructions or major vegetation on the subject property; location and dimensions of proposed improvements to the property; and any other significant information which would help to describe the physical attributes and limitations of the premises. 2. A list of names and mailing addresses of adjacent property owners.*

**NOTICE**

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17, the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17, if the Village Attorney, Village Engineer, Village Planner, or any other professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of the Property Owner:\_\_\_\_\_

*Please Print* Name of Property Owner:\_\_\_\_\_

Address of Property:\_\_\_\_\_

Tax Key No. of Property:\_\_\_\_\_

- Original kept on file with Village Clerk.
- Copy provided to Property Owner.