



Dear Applicant,

Thank you for your interest in applying to the Town of Greece Zoning Board of Appeals (ZBA) for an **Area Variance** or **Special Use Permit**.

Before submitting an application, applicants should consult with the **Town of Greece Building Department**. This helps determine whether the proposed project can comply with the Town's Code or whether minor design adjustments could eliminate the need for a variance.

If it appears that a variance may be required, applicants should also meet with the **Zoning Board Advisor**. This step is intended to help you understand the application process, submission requirements, and what to expect as your application moves forward. This meeting can typically be scheduled at the same time as your Building Department consultation.

As part of your application packet, please complete and submit the following documents included in this packet:

- **Zoning Board of Appeals Application Form** (notarized)
- **Applicant Permission to Visit the Property**
- **Letter of Authorization**, if someone other than the property owner (such as an attorney, contractor, or lessee) will be representing the applicant
- **Survey map**, drawn to scale and provided by the property owner, showing the exact location of the proposed project
- **NYSDEC Short Environmental Assessment Form – Part 1**

The Building Department reviews all plans submitted for building permits to ensure compliance with zoning and building codes. It is available Monday–Friday, 9:00 a.m.–5:00 p.m., and notary services are provided free of charge.

Please feel free to reach out at any time if you have questions during the application process.

Lisa Minogue

Zoning Board Advisor | Grant Administrator

Lminogue@greecenyc.gov | 585-723-2284

Town of Greece Planning & Economic Development

1 Vince Tofany Boulevard

Rochester, NY 14612



*Jeffery L. McCann
Supervisor*

Town of Greece

One Vince Tofany Boulevard
Greece, New York 14612

Requirements for Application to The Board of Zoning Appeals

1. **Authority:** The Board of Zoning Appeals is authorized to consider residential and commercial area variances, as well as Use Variances and certain Special Use Permits, as outlined in the Town of Greece Zoning Ordinance. A building permit review may indicate that a request exceeds the limits as set forth in the Zoning Ordinance, in which case a notice (i.e., denial letter) is sent indicating that an application should be made to the Board of Zoning Appeals.
2. No application will be accepted unless and until all of the following items have been submitted as part of the application:
 - A. A completed Application Form that is signed by the applicant or by the property owner. The name of the person who signed the form must also be printed or typed above the signature.
 - B. If the applicant does not own the subject property, proof must be submitted that the applicant has authority to apply as agent for the owner(s). Proof may be in the form of a signed purchase agreement offer or lease agreement, or a letter of authorization that is signed by the owner(s).
 - C. Maps and Additional Information:

Area Variances: Nine (9) copies of a current Instrument Survey Map showing all measurements, locations and placement of all existing and proposed structures on the parcel, and with proposed structures drawn to scale.

Use Variance: Twelve (12) current Site Plans (folded to 8.5" x 11") together with a separate Use Variance Application.

Special Use Permit: Twelve (12) current Site Plans (folded to 8.5" x 11"). Site Plan review may be required by the Planning Board.
 - D. A **non-refundable Application Fee:** Checks must be made payable to "Town of Greece".
 - E. An Environmental Assessment Form: Completed by the applicant or by an authorized representative.

3. Meeting Schedule and Deadline.

Board of Zoning Appeals meetings are held on the first and third Tuesday of each month at 7:00 p.m., unless otherwise noted. An Application to the Board of Zoning Appeals will be considered after you have been notified that your request for a building permit has been reviewed and denied by the Building Inspector. The denial process can take from two to four weeks. Once the denial is prepared, you will be notified that you can file an application to the Board of Zoning Appeals. The deadline for submission of a complete application is six (6) weeks prior to a regularly scheduled Board of Zoning Appeals meeting.

4. Hearing Notification to Neighbors.

Town staff will provide written notice to the appropriate property owners; this will be mailed at least ten (10) days prior to the hearing date.

5. Public Hearing Attendance.

The applicant or agent must attend the public hearing. If the applicant fails to attend without giving a satisfactory reason, the Board may consider the application to be withdrawn. The Board may continue an application to a later meeting if a letter has been received in advance making such a request.

6. Board Action.

The Board of Zoning Appeals may approve, approved with modifications, or deny any application. On occasion, the Board may defer action on an application. Usually, a decision is rendered immediately following the public hearing. State Law requires the Board to act on an application within sixty days of the closing of the public hearing. The applicant will be mailed a copy of the Board's decision within five (5) working days. The applicant may then apply for any necessary building permits with the Building Department.

For additional information, please contact the Town of Greece Zoning staff at (585) 723-2355 or (585) 723-2284.



Jeffery L. McCann
Supervisor

TOWN OF GREECE BOARD OF ZONING APPEALS APPLICATION FORM

1 Vince Tofany Boulevard
Greece, New York 14612-5016
www.greecenyny.gov

Phone: (585) 723-2355
Fax: (585) 723-2442

APPLICANT: _____
(Name)

(Applicant's Street Address)

(City) (State) (ZIP Code)

(Phone)

(E-mail)

PROPERTY OWNER (If same as Applicant, mark "SAME"):

(Name)

(Street Address)

(City) (State) (ZIP Code)

Note: An application made by the agent of an owner must be accompanied by a nonreturnable copy of an instrument that conveys the right to represent the owner(s) of the property for which an application is made. Such instrument may be in the form of power of attorney, a lease agreement, authorization by contract, or a purchase contract.

CONTACT PERSON: _____
(Name) (Phone) (E-mail)

PROJECT LOCATION: _____
(Street Address, or Distance and Direction to Nearest Intersection)

CURRENT ZONING: _____

TAX MAP NUMBER(S): _____

APPLICATION FOR: ☐ Residential Area Variance ☐ Commercial/Industrial Area Variance ☐ Use Variance ☐ Other (Describe below)

☐ Special Use Permit for _____ ☐ Waiver of Special Use Permit for _____

(Brief Description of Proposal)

DISCLOSURE: As defined by New York State General Municipal Law, Section 809, an officer or employee of the Town of Greece shall be deemed to have an interest in an application when he or she, his or her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them: (1) is the applicant; (2) is an officer, director, partner or employee of the applicant; (3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association which is applying; or (4) is a partner to an agreement with such an applicant, expressed or implied, whereby he or she may received any payment or other benefit upon the favorable approval of such application.

Pursuant to the provisions of New York State General Municipal Law, Section 809 (Please check one of the following):

☐ There is (are) no person(s) who have an interest in this application.

☐ There is (are) person(s) who have an interest in this application. (On a separate sheet of paper, to be attached to this application form, indicate the name(s) and address(es) of such person(s), the nature and extent of the relationship to the applicant, and the nature and extent of the interest in the application.)

SWORN STATEMENT: As applicant or legal agent for the above-described property, I do hereby swear that all statements, descriptions, and signatures appearing on this form and accompanying materials are true and accurate to the best of my knowledge.

Subscribed and sworn to before me

This _____ day of _____, 20 _____

(Owner or Applicant — PLEASE PRINT)

(Notary Public)

(SIGNATURE of Owner or Applicant)

DO NOT WRITE IN THIS SPACE (For Office Use Only)

Date Received: _____ By: _____ Fee: \$ _____ Receipt No.: _____

Decision: _____ Date: _____



Jeffery L. McCann
Supervisor

TOWN OF GREECE

PLANNING & ECONOMIC DEVELOPMENT

1 VINCE TOFANY BOULEVARD • GREECE, NEW YORK 14612-5016
www.greecenyny.gov

Applicant Permission Form

I, _____, hereby give permission for the representatives of the Town of Greece to visit my property located at _____ for the purpose of obtaining information related to pending applications before the Town of Greece. This permission allows authorized representatives of the Town of Greece to collect data pertaining to the application, including but not limited to measurements, photographs, and other information pertinent to my application. This permission shall expire when the board having jurisdiction over such applications renders its decision.

Applicant Signature



Jeffery L. McCann
Supervisor

TOWN OF GREECE

PLANNING & ECONOMIC DEVELOPMENT

1 VINCE TOFANY BOULEVARD • GREECE, NEW YORK 14612-5016
www.greecenyny.gov

LETTER OF AUTHORIZATION

Property Owner: _____

Address: _____
Street City, State, Zip Code

Address of Proposed Work: _____

I, _____, hereby authorize
_____ to act on my behalf regarding my application
to the Town of Greece Board of Zoning Appeals.

This authorization includes, but is not limited to, submitting applications, attending hearings,
and engaging in all correspondence and actions necessary to process and represent this matter.

Additional Authorization (if applicable):

☐ The Property Owner gives authorization to relinquish prior variances related to the
application.

Property Owner Signature: _____

Print Name: _____

Date: _____

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.		☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		☐	☐
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☐	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	☐	☐
16. Is the project site located in the 100-year or 500-year flood plain?	NO	YES
	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES
	☐	☐
	☐	☐
	☐	☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO	YES
	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	☐	☐
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	NO	YES
	☐	☐
	☐	☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: _____ Date: _____		
Signature: _____ Title: _____		



2026
TOWN OF GREECE
BOARD OF ZONING APPEALS MEETING SCHEDULE
1ST AND 3RD TUESDAY – 7:00 PM (Note exceptions, below)

DEADLINE DATE

December 8, 2025
December 22, 2025
January 5, 2026
January 5, 2026
January 19, 2026
February 2, 2026
February 23, 2026
March 9, 2026
March 23, 2026
April 6, 2026
April 20, 2026
May 4, 2026
May 25, 2026
June 8, 2026
June 22, 2026
July 6, 2026
July 20, 2026
August 3, 2026
August 24, 2026
September 7, 2026
September 21, 2026
October 5, 2026
October 26, 2026
November 23, 2026
December 7, 2026

MEETING DATE

January 6, 2026
January 20, 2026
February 3, 2026
February 17, 2026
March 3, 2026
March 17, 2026
April 7, 2026
April 21, 2026
May 5, 2026
May 19, 2026
June 2, 2026
June 16, 2026
July 7, 2026
July 21, 2026
August 4, 2026
August 18, 2026
September 1, 2026
September 15, 2026
October 6, 2026
October 20, 2026
November 4, 2026 (Wednesday)
November 17, 2026
December 8, 2026
January 5, 2027
January 19, 2027