

## **Cooperative Tug Hill Zoning Board of Appeals Variance/Interpretation Procedure**

1. Zoning permit application and fee are submitted to the Town's Zoning Enforcement Officer for review. (Town of Florence – John Dean; Towns of Montague, Osceola, Pinckney and Turin – Lewis County Codes office).
  
2. The Zoning Enforcement Officer will determine if the proposed development/structure fails to meet the requirement of the Town's Zoning Law; and if not a denial will be issued.
  
3. If the property owner wants to apply for a variance, appeal the denial or ask for an interpretation of the Zoning Law they must fill out an application for appeal and submit it along with the required fee to the Town Clerk of the town in question (see below):
  - Town of Florence: Joan Salmon, 11173 Taberg-Florence Rd, Camden 13316
  - Town of Montague: Barbara Loomis, 7106 Liberty Rd., Copenhagen 13626
  - Town of Osceola: Heather Hillabrandt, 1426 Osceola Rd., Camden 13316
  - Town of Pinckney: Missy Birchenough, 956 Co. Rt. 194, Copenhagen 13626
  - Town of Turin: Sheena Dickinson, P. O. Box 172, Turin 13473
  
4. Once the required application fee has been paid to the Town Clerk, mail the following items to the Cooperative Tug Hill Zoning Board of Appeals at the address shown below:
  - Completed application for appeal
  - Copy of the receipt from the Town Clerk for the application fee paid
  - Copy of the tax map of the parcel in question
  - Plot plan showing the existing and/or new proposed development/structure including setbacks from property lines, roads, streams, waterways, slopes etc.
  - Photos of the property
  - Copy of the denied zoning application and reason for denial from the Zoning Enforcement Officer
  - Explanation of your legal interest in the property or permission to speak on behalf of the property owner

Mail these items to: Angie Kimball, Coordinator  
Cooperative Tug Hill ZBA  
P. O. Box 34  
Redfield, NY 13437