



## Zoning Board of Appeals

### APPLICATION INSTRUCTIONS

All projects seeking approval from the City of Troy Zoning Board of Appeals (ZBA) must follow these steps. Information required for filing can be found on the [ZBA webpage](#) or by contacting the Zoning Secretary.

To understand if your project needs a variance or other approvals:

- Find your project location on the City of Troy [Zoning Map](#) to identify the zone
- Understand the allowed uses and lot characteristics in the applicable section of the [Zoning Code](#) (Example: if your project is in an R-4 zone, see section §285-55 “R-4 Urban Neighborhood Residential, Medium-to High-Density” for guidelines)

### STEPS

1. Contact Principal Code Inspector Dave Sheeran at 518-279-7190, and fill out a Building Permit Application to start the process
2. Contact the Zoning Secretary at [james.rath@troyny.gov](mailto:james.rath@troyny.gov) or 518-279-7169 to confirm zone, variances required, fee amount, and additional materials that may be required in the application
3. Submit application materials **before the [application deadline](#)**. Complete applications must include:
  - Variance Application Forms for each approvals sought (special use permit, area and/or use variance)
  - Site Plan –must include the elements listed in the [Planning Commission’s Site Plan Guidelines](#)
  - [Application Fee](#) – check made out to the City of Troy or cash (paid in-person, before the deadline)
  - [SEQR – Part 1 of the Short Environmental Assessment Form](#) (SEAF)- start by using the [EAF Mapper](#) to autofill a portion of the form, larger projects may require additional parts
4. Certain projects may require additional materials:
  - Projects impacting the public Right-of-Way must fill out the Complete Streets Form
  - Projects near waterways or seeking approval for excessive lot coverage may require a Stormwater Pollution Prevention Plan (SWPP) and topographical information showing the impacts of runoff
5. Obtain placards from the Planning Department, post them on site, and submit photo evidence
6. A representative must attend the [ZBA meeting](#) and present your case to the board- applicants will be notified of the results at the meeting

**All application materials must be completed & submitted to [james.rath@troyny.gov](mailto:james.rath@troyny.gov) before the deadline**

As required by Americans with Disabilities Act, auxiliary aids and services are available upon request. Please give one-week advance notice for services needed.