



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 angelina.apindem@troyny.gov or 518-279-7155 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 angelina.apindem@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.