

CITY OF TROY
INSTRUCTIONS FOR FILING AN APPLICATION TO THE BOARD OF ZONING APPEALS FOR A COMMERCIAL VEHICLE PARKING APPEAL

Please remove this instruction sheet and keep for your reference when you submit your application.

The Board of Zoning Appeals hears requests for appeal of the restrictions for the outdoor storage of commercial vehicles on residential property. The regular meeting of the Board of Zoning Appeals is held on the third Tuesday of every month, and all hearings shall be open to the public. The submittal deadline for all applications is a minimum of **twenty-seven (27) days** before the meeting.

Submittal Requirements:

- TWO (2)** copies of the application **FILLED OUT COMPLETELY WITH ORIGINAL NOTARIZED SIGNATURES** (you must sign in front of a notary)
- A check, made payable to the City of Troy in the amount of \$150.00.
- TEN (10)** copies (8-1/2"x11" preferred) of the plot plan drawn to scale, showing the location of the vehicle(s).
- TEN (10)** copies of a photograph of the vehicle(s).
- A written explanation on how the request complies with the following provisions of Section 43.74.01 of the Troy Zoning Ordinance

Approval of a request for Temporary Parking of Commercial Vehicles in One-Family Residential Districts must be based upon meeting standard C and either A or B:

- A. Efforts by the applicant have determined that there are no reasonable or feasible alternative locations for the parking of the subject commercial vehicle.
- B. A garage or accessory building on the subject residential site cannot accommodate, or cannot reasonably be constructed or modified to accommodate, the subject commercial vehicle.
- C. The location available on the residential site for the outdoor parking of the subject commercial vehicle is adequate to provide for such parking in a manner which will not negatively impact adjacent residential properties, and will not negatively impact pedestrian and vehicular movement along the frontage street(s).

Meeting Notice and Need to Appear:

About two weeks before the meeting, notices of the public hearing on your request will be sent to everyone that owns property within 300' of your property. About the same time, you will be sent a reminder by mail of the time and date of the hearing.

If you, or someone authorized to represent you, fail to appear before the Board at the scheduled meeting, your request could be denied with no refund of appeal fees.



**APPLICATION TO THE BOARD OF ZONING APPEALS
FOR A COMMERCIAL VEHICLE PARKING APPEAL**

TO BOARD OF ZONING APPEALS:

DATE: _____

I (We) _____ Telephone _____

who live at _____
own the following described property. (or attach letter of authorization from owner or leasee)

Address of Property: _____

Lot(s) _____ Subdivision: _____

Sidwell _____ (Attach legal description if this is an acreage parcel)

I (We) hereby request approval under Section 43.74.01 of the Troy Zoning Ordinance to park (a) commercial vehicle(s) outdoors on the above referenced property.

The first Commercial Vehicle is a _____

VIN _____ Plate Number _____

The second (if any) Commercial Vehicle is a _____

VIN _____ Plate Number _____
(attach additional sheets if more vehicles are requested)

I (We) understand that approval of a request for Temporary Parking of Commercial Vehicles in One-Family Residential Districts must be based upon meeting standard C and either A or B:

- A. Efforts by the applicant have determined that there are no reasonable or feasible alternative locations for the parking of the subject commercial vehicle.
- B. A garage or accessory building on the subject residential site cannot accommodate, or cannot reasonably be constructed or modified to accommodate, the subject commercial vehicle.
- C. The location available on the residential site for the outdoor parking of the subject commercial vehicle is adequate to provide for such parking in a manner which will not negatively impact adjacent residential properties, and will not negatively impact pedestrian and vehicular movement along the frontage street(s).

OVER

The reason that I (we) feel that we comply with standard C is: _____

The reason that I (we) feel that we comply with standard _____ (A or B) is: _____

SIGNATURES:

I, _____ HEREBY DEPOSE AND SAY THAT ALL THE ABOVE STATEMENTS AND STATEMENTS CONTAINED IN PAPERS SUBMITTED ARE TRUE AND CORRECT AND GIVE PERMISSION FOR THE BOARD MEMBERS TO CONDUCT A SITE VISIT TO ASCERTAIN PRESENT CONDITIONS.

Signature of Applicant

NOTARY:

SIGNED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20_____.

Notary Public My Commission Expires: _____

TEN (10) COPIES OF A SITE PLAN SHOWING THE PROPOSED LOCATION OF THE VEHICLE(S) AND TEN (10) COPIES OF A PHOTOGRAPH ARE ATTACHED