

This handout was created by the Town of Glenville Planning Department to assist landowners and developers in understanding the review procedures for the various planning and zoning applications within the Town of Glenville. The applications covered within this handout include the following:

**Denotes the Commission/Board that makes the final determination on the application (Planning & Zoning Commission, Zoning Board of Appeals or Town Board).*

- Page 1: **Minor Subdivision (*PZC)** – This application should be filed by any landowner/ developer who wishes to subdivide a parcel of land into no more than four lots, in which the development does not require the addition of a new road or the extension of municipal utilities.
- Page 2: **Major Subdivision (*PZC)** – This application should be filed by any landowner/ developer who wishes to subdivide a parcel of land into five or more lots, or which requires the addition of a new road or the extension of municipal utilities.
- Page 3: **Conditional Use Permit (*ZBA)**– This application should be filed by any landowner/ developer who wishes to use his or her property in such a way that is permitted by the zoning ordinance, but is subject to additional review before it may be allowed. This ensures that the proposed use will not adversely affect the surrounding neighborhood. Examples of conditional uses include used car lots and gas stations.
- Page 4: **Area Variance (*ZBA)** – This application should be filed by any landowner/ developer who wishes to use his or her property in a way that is not in accordance with the physical or dimensional requirements of the applicable zoning regulations. An example would be an addition to a residence that doesn't meet the minimum side yard setback.
- Page 5: **Sign Variance (*ZBA)**– This application should be filed by any landowner/ developer who wishes to post a sign that is not in accordance with the physical or dimensional requirements of the applicable sign regulations.
- Page 6: **Use Variance (*ZBA)** - This application should be filed by any landowner/ developer who wishes to use his or her property in a way that is not in accordance with the allowed uses within the zoning district in which the parcel lies. An example would be a commercial use in a residential zoning district.
- Page 7: **Zoning Change (*Town Board)** – This application should be filed by any landowner/ developer who wishes to change the zoning of their parcel.
- Page 8: **Site Plan Review (New Structures) (*PZC)** - This application should be filed by any landowner/ developer who wishes to construct a new structure that is subject to site plan review according to the zoning district in which the parcel lies. The purpose is to give the

Planning and Zoning Commission more oversight on development and to ensure that that the proposed structure is built in accordance with the requirements of the Zoning Code.

Page 9: **Site Plan Review (Existing Structures) (*PZC)** - This application should be filed by any landowner/ developer who wishes to expand an existing use that is subject to site plan review according to the zoning district in which the parcel lies. The purpose is to give the Planning and Zoning Commission more oversight on development and to ensure that that the proposed expansion is constructed in accordance with the requirements of the Zoning Code.

Glossary of Abbreviations

GECC: Glenville Environmental Conservation Commission

PZC: Planning and Zoning Commission

SEQR: State Environmental Quality Review Act

ZBA: Zoning Board of Appeals

