

VILLAGE OF EAST AURORA

571 Main Street
East Aurora, NY 14052

Telephone # (716) 652-6000
Fax # (716) 652-1290

APPLICATION TO ZONING BOARD OF APPEALS

APPLICANT NAME _____
ADDRESS _____
TELEPHONE _____ FAX _____

ADDRESS OF APPEAL _____
ZONING DISTRICT _____
ZONING CODE SECTION _____

TYPE OF APPEAL (check one)

AREA VARIANCE
 USE VARIANCE

PARKING SPACE DESIGNATION
 INTERPRETATION

GROUND FOR VARIANCE: (may continue on separate sheet) _____

REQUIRED ATTACHMENTS:

1. Property survey indicating existing and proposed structures, lot lines, neighboring building within 10' of applicant's lot lines. (7 copies).
2. Drawings, photos or other pertinent documents. (7 copies).
3. Environmental Assessment Form (attached) (7 copies).
4. Public Hearing Fee \$125.00

ACKNOWLEDGEMENT:

Pursuant to Section 809 of the New York State General Municipal Law, the appellant shall state in his written appeal that to the best of his knowledge, no state officer or officer or employee of the Village of East Aurora, has any interest in the appellant as defined in Section 809 of the General Municipal Law. If this statement cannot be made, the nature of any such interest must be disclosed as required by said State Law.

APPELLANT SIGNATURE _____ DATE _____
OWNER SIGNATURE _____ DATE _____

OFFICE USE ONLY

DATE RECEIVED _____ RECEIPT # _____
PUBLIC HEARING DATE _____ NOTICE TO NEWSPAPER _____
NOTICES TO NEIGHBORS _____ PACKETS TO MEMBERS _____
AFFIDAVIT OF MAILING _____ ERIE COUNTY PLANNING _____

Zoning Board of Appeals Variance Procedures

1. Applicant applies for a building permit but the survey or drawings show discrepancies in area setbacks or conflicts with code.
2. Building Inspector will write a letter of denial to the applicant, instructing the applicant why it was denied and the possible options available (Variance or plan changes).
3. All drawings, surveys and other relevant materials should be submitted as a part of the request. The materials should be clear and reasonably up to date. The drawings should be of a schematic design showing materials for construction (wood/metal) with all dimensions (height, width, roof pitch, etc).
4. Applicant shall send a request on a separate sheet of paper, addressed to the Zoning Board of Appeals members, **completely** explaining the reason for relief of the code.
5. Application and materials must be in Building Department by the last day of the month in order to be scheduled for the following month's ZBA meeting.
6. A \$125 application fee will be collected at this time.
7. In the interim, public hearing notices and neighbor notification will be sent.
8. Regular meeting day will be the third Thursday of the month, commencing at 6 PM.
9. Each applicant will be scheduled at 30 minute intervals. ZBA will deliberate all cases after all have been heard. Applicant is not required to be present but may stay or contact the Building Department the following day for decisions.
10. **If ZBA request is approved**, Building Department will commence the Building permit process when all required materials are submitted.
11. **If ZBA request is tabled**, applicant is directed to research and resubmit needed information and/or materials for the following months meeting.
12. **If ZBA request is denied**, the process ends at this point. However, if concessions are adapted to make request consistent with the Village of East Aurora's code, the permit process can commence.