



VILLAGE OF EAST AURORA

585 Oakwood Ave
East Aurora, NY 14052

Phone (716) 652-6000

APPLICATION TO ZONING BOARD OF APPEALS

APPLICANT NAME _____
ADDRESS _____
PHONE _____ E-MAIL _____

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 _____

Village 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 **15th 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, payable to the Village of East Aurora.
7. Public hearing notices and neighbor notification will be sent.
8. Regular meeting day will be the **second** Thursday of the month, commencing at 6 PM.
9. Each applicant will be scheduled at 15 minute intervals. ZBA will deliberate all cases after all have been heard. Applicant is not required to be present during deliberation, but may stay or contact the Building Department the following day for the decision.
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 Code, the permit process can commence.

Short Environmental Assessment

Form Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO
			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO 	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO 	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO 	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		