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 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 "Letter of Intent form", **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 $75 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 7 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 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 Town of Aurora's code, the permit process can commence.