Zoning Board of Appeals Process

Village of East Aurora and Town of Aurora

Project placed on next Agenda



Use or Area Variance required. **Building Department** issues Building Permit denial letter to applicant.

Applicant applies for variance, submits all required documentation and payment to the **Building Department**

Documents and payment received by deadline?

YES

Project placed

on ZBA/VZBA

Agenda

(Village/Town Clerk)

NO

ZBA Meetings

Village ZBA: 2nd

Thursday/month

Town ZBA: 3rd

Thursday/month

Application Deadlines:

Village: 15th of Month

Town: Contact Building

Department for

deadline

Return to **Building Permit** application process (applicant)

Applicant notified

Applicant notified

Approved

Denied

VZBA/ZBA meeting held, decision made (applicant attends)

Project placed on next Agenda

Additional items requested/referred to additional Boards if necessary

Project Tabled