

Village of Williamsville

716-632-4120
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5565 Main Street
Williamsville, New York 14221

PROCEDURE FOR ZONING BOARD OF APPEALS

1. **Building Permit Application** – Complete application must be filed w/Building Dept. and appropriate fee paid.
2. **Denial of Application Upon Code Review** – Letter of denial outlining the section(s) of the code in non-compliance is sent to the applicant.
3. **Zoning Board of Appeals Application** – This is sent to the applicant to complete. Fee: \$50. A copy of Section 112-23 of Village Code. (Zoning Board of Appeals) is given or sent to applicant. Completed application and fee are submitted to Building Dept.
4. **Public Hearing Scheduled** – This date is usually 4-6 weeks after receipt of appeal application.
5. **Applicant Notified of Hearing Date** – Notice is published in the Amherst Bee and all property owners within 150 ft. of applicant's property are notified of hearing date.
6. **Applicant Must Be Present at Hearing** – In order to address the Board of Appeals and answer any questions.
7. **Decision is Rendered** – Applicant will receive a copy of the Memorandum of Decision once the chairman of the board of Appeals signs it.
8. **Lapse of Authorization** – As per Section 112-23 G: Any variance, special permit, site plan approval or modification of regulations authorized by the Board of Appeals shall be automatically revoked unless a building permit conforming to all the conditions and requirements established by the Board of Appeals is obtained within 6 months of the date of approval by the Board of Appeals and construction commenced within 1 year of such approval date (date of granting of variance).

If you should have any questions, please contact the Building Dept. at 632-7747.