

Town of West Seneca Zoning Board of Appeals

Procedure List

Meeting Information

- **Date:** 4th Wednesday of the month
- **Time:** 7pm
- **Location:** West Seneca Town Hall
1250 Union Road
West Seneca, NY 14224
- **Application Deadline:** 2 weeks prior to meeting (*generally the 2nd Wednesday of month*)
- **Cost:** Please see fee schedule

Applicants Procedure

1. Applications are available in the Building and Plumbing Department, Room 210 at West Seneca Town Hall.
2. Documentation needed
 - Survey of property requesting variance
 - Any building plans or renderings pertaining to variance request
 - Approval letter from property owner if request is filed by another party
3. Variances are to be filed in the Building and Plumbing office Monday through Friday, between the hours of 9am-10am, 12pm-2pm and 4pm-5pm.
4. Application is required to be filled out by the applicant and must be signed by the Code Enforcement Officer.
5. Once completed and signed, Application Packet must be filed with the West Seneca Town Clerk and appropriate fee paid.
6. Applicant will receive necessary forms from the Code Enforcement Officer to gain signatures from neighboring properties affected by the variance request.
7. Applicant will be notified via mail regarding scheduled appearance time and date.
8. Applicant is to bring signed form letters from neighboring properties to their scheduled Zoning Board of Appeals meeting.
9. Decision to approve or deny variance request will be made at the Zoning Board of Appeals meeting.
10. If variance is approved, the applicant must then obtain a building permit for the project at the Building and Plumbing Office within six months of approval and before any work is performed.