

Zoning Board of Appeals Process

- Meetings are held on the fourth Wednesday of every month (Nov & Dec may vary due to holidays)
- Deadline to apply – 16 days before scheduled meeting date
- Application to be filed in Town of West Seneca Code Enforcement Office
- \$160 filing fee

Required information to file –

- Updated copy of property survey
- Sketch of proposed variance outlined on survey
- Drawings of items that require the variance showing dimensions
- Letter of intent outlining description of proposed variance
- Pictures if required

Neighboring properties –

- The Town of West Seneca does not notify adjacent properties of request
- The Town of West Seneca requires you to speak with adjacent properties to explain your request
- Upon filing a “neighbor signature sheet” will be provided
- Signatures from immediate neighbors stating they have no objection
- We will provide a tax map indicating which properties to speak with
- This will be provided to the Zoning Board prior to the meeting

Meeting Information –

- Attend scheduled meeting at Community Center Building, or virtual depending on current conditions
- If property is located on a NYS or Erie County Road, the town is required to submit your variance application to state or county DOT seeking a letter outlining their approval
- After a decision is rendered by the Zoning Board, you must file for a building permit within 6 months, or the approval expires