

ZONING

300 Attachment 1

Town of Seneca Falls

Flow Chart

Procedure for Zoning Appeals and Special Use Permits

Step

1. Apply to the Zoning Officer for zoning permit. (§ 300-105)
2. If permit is denied, submit written appeal to the Town Clerk within 62 days from the date of denial. (§ 300-118B)
3. Town Clerk transmits appeals for variances and Zoning Local Law interpretations to the Zoning Board of Appeals and, if required, to the Town Planning Board (§ 300-116) and County Planning Board (§ 300-117). For special use permits, appeals are transmitted to the Planning Board and then to the Zoning Board of Appeals.
4. For special use permits, the Zoning Officer transmits any relevant material on the case to the Planning Board.

Variances and Zoning Interpretation

Step

5. Zoning Board of Appeals holds public hearings within 62 days. (§ 300-118C)
6. Town Clerk gives public notice of Zoning Board of Appeals hearings. (§ 300-119)
7. Zoning Board of Appeals receives reports from Town and County Planning Boards as required. (§§ 300-107, 300-116 and 300-117)
8. Zoning Board of Appeals decides on appeal within 62 days from public hearing. (§ 300-118C)
9. Zoning Board of Appeals sustains the Zoning Officer or authorizes issuance of zoning permit. (§ 300-118C)

Special Use Permits

Step

5. Town Clerk transmits appeals to Town and County Planning Boards for review. (§§ 300-46B and 300-117)
6. Planning Board reviews proposals and submits report to Zoning Board of Appeals.
7. Zoning Board of Appeals acts on appeal within reasonable time after receiving Planning Board report.
8. Zoning Board of Appeals authorizes issuance of special use permit. (§ 300-46B)

NOTE: Numbers in parentheses refer to sections of Chapter 300, Zoning, of the Code of the Town of Seneca Falls.