



William D. Reilich
Supervisor

Town of Greece

One Vince Tofany Boulevard
Greece, New York 14612

Requirements for Application to The Board of Zoning Appeals

1. Authority: The Board of Zoning Appeals is authorized to consider residential and commercial area variances, as well as Use Variances and certain Special Use Permits, as outlined in the Town of Greece Zoning Ordinance. A building permit review may indicate that a request exceeds the limits as set forth in the Zoning Ordinance, in which case a notice (i.e., denial letter) is sent indicating that an application should be made to the Board of Zoning Appeals.
2. No application will be accepted unless and until all of the following items have been submitted as part of the application:
 - A. A completed Application Form that is signed by the applicant or by the property owner. The name of the person who signed the form must also be printed or typed above the signature.
 - B. If the applicant does not own the subject property, proof must be submitted that the applicant has authority to apply as agent for the owner(s). Proof may be in the form of a signed purchase agreement offer or lease agreement, or a notarized letter of authorization that is signed by the owner(s).
 - C. Maps and Additional Information:
 - Area Variances: Twelve (12) copies of a current Instrument Survey Map showing all measurements, locations and placement of all existing and proposed structures on the parcel, and with proposed structures drawn to scale.
 - Use Variance: Twelve (12) current Site Plans (folded to 8.5" x 11") together with a separate Use Variance Application.
 - Special Use Permit: Twelve (12) current Site Plans (folded to 8.5" x 11"). Site Plan review may be required by the Planning Board. Contact the Planning Board Secretary at (585) 723-2344 for additional information.
 - D. A **non-refundable Application Fee**: Checks must be made payable to "Town of Greece".
 - E. An Environmental Assessment Form: Completed by the applicant or by an authorized representative.

3. Meeting Schedule and Deadline.

Board of Zoning Appeals meetings are held on the first and third Tuesday of each month at 7:00 p.m., unless otherwise noted. An Application to the Board of Zoning Appeals will be considered after you have been notified that your request for a building permit has been reviewed and denied by the Building Inspector. The denial process can take from two to four weeks. Once the denial is prepared, you will be notified that you can file an application to the Board of Zoning Appeals. The deadline for submission of a complete application is four (4) weeks prior to a regularly scheduled Board of Zoning Appeals meeting.

4. Hearing Notification to Neighbors.

Town staff will provide written notice to the appropriate property owners; this will be mailed at least ten (10) days prior to the hearing date.

5. Public Hearing Attendance.

The applicant or agent must attend the public hearing. If the applicant fails to attend without giving a satisfactory reason, the Board may consider the application to be withdrawn. The Board may continue an application to a later meeting if a letter has been received in advance making such a request.

6. Board Action.

The Board of Zoning Appeals may approve, approved with modifications, or deny any application. On occasion, the Board may defer action on an application. Usually, a decision is rendered immediately following the public hearing. State Law requires the Board to act on an application within sixty days of the closing of the public hearing. The applicant will be mailed a copy of the Board's decision within five (5) working days. The applicant may then apply for any necessary building permits with the Building Department.

For additional information, please contact the Town of Greece Zoning staff at (585) 723-2355 or (585) 723-2432.