

# Village Of Williamsville

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5565 Main St  
Williamsville, NY 14221

## **Application for Zoning Board of Appeals Procedures & Guidelines**

*Applicant must furnish the following:*

1. Completed Building Permit application and payment of permit fee.
2. Completed Board of Appeals application (complete only those sections that pertain to your appeal).
3. Up-to-date legal survey showing all streets, buildings, etc.
4. Drawings and location plans that detail all pertinent data.
5. Completed Short Environmental Review Form (depending on the scope of the variance requested, a full environmental review may be required).
6. Written certification that applicant is authorized to act on behalf of property owner (if applicant is not the owner of record).
7. Color photographs of relevant structures are recommended but not required.
8. Non-refundable fee in the amount of \$100.00 (residential) or \$150.00 (commercial). Checks should be made payable to Village of Williamsville.
9. Thirteen (13) copies of all items listed in #1-7 above, as applicable.

Note: Any supplemental documentation must be submitted to the Building Department at least five (5) business days prior to the scheduled hearing. Supplemental documents received fewer than five (5) business days prior to the scheduled hearing will not be distributed to Board members until the date of the scheduled hearing.