



# Village of Webster

## Zoning Board of Appeals Notification

Applicants:

Applications before the Village Zoning Board of Appeals require neighborhood notification for public hearings. Applicants are required to send a letter to notify neighboring properties about your proposed project and the upcoming public hearing.

Applicants will be provided with a mailing list from Village staff, indicating properties within 300 feet of the subject property that must receive a notification letter. Please use the corresponding letter template to complete this process.

**As part of your application, please provide the Village with a copy of the letter you sent, along with this completed page.**

**Project Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

### Confirmation of Mailing:

I, \_\_\_\_\_ (*applicant name*) affirm that notification letters have been mailed to all neighboring properties at least 10 days prior to the public hearing date.

**Date of Mailing:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_



# Village of Webster

## Zoning Board of Appeals Notification

Dear Neighbor,

We are proposing to make improvements to our property, located at: \_\_\_\_\_

Please let this letter serve as notification that the following application is scheduled for a Public Hearing before the Village of Webster Zoning Board of Appeals:

**Meeting Date:** \_\_\_\_\_

**Meeting Time:** 7:00 PM

**Meeting Location:** Community Meeting Hall, 29 South Ave.

**Description of the project and variance request(s):**

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Comments and concerns regarding this project will be welcome in person at the time of the meeting or submitted in writing prior to the meeting date, using the contact information below.

Sincerely,

\_\_\_\_\_  
*(Applicant)*

**Zoning Board Contact Information:**

Phone: (585) 265-3770

Email: [deputyclerk@villageofwebster.com](mailto:deputyclerk@villageofwebster.com)

Address: 28 West Main St. Webster, NY 14580