



# Village of Webster

## Zoning Board of Appeals Application

The Village Zoning Board of Appeals meets on the 3<sup>rd</sup> Tuesday of each month, at 7:00 p.m., in the Community Meeting Hall, 29 South Avenue. To appear before the Board, a completed application must be submitted prior to the deadline. Applicants or their representatives are required to appear at the public meeting, and any withdrawals or cancellations must be made prior to the meeting day, in writing.

Notice of public hearings will be placed in the official newspaper of the Village of Webster. Prior to the public hearing, a Village sign will be placed in a publicly conspicuous location on the subject property by Village staff, indicating that an application is pending. The sign will be removed by Village staff once the public hearing is held.

**Application Checklist:** Please provide **10 copies** of all paperwork.

- |  |   |
|--|---|
| <input type="checkbox"/> Completed Application         | <input type="checkbox"/> Instrument Survey Map                        |
| <input type="checkbox"/> Letter of Intent              | <input type="checkbox"/> Site Plans / Elevation Plans / Floor Plans   |
| <input type="checkbox"/> Environmental Assessment Form | <input type="checkbox"/> Notification to Neighbors / Proof of mailing |
| <input type="checkbox"/> Application Fee               | <input type="checkbox"/> Owner Authorization (if applicable)          |

### **Application Components:**

- 1. Letter of Intent:** This letter to the Board should provide a basic overview of the project, including details of the location and purpose of the project. Please see the specific application packet for additional information to be included in your letter.
- 2. Environmental Form:** The Short Environmental Form (Part 1) is required for all applications unless a major project requires the long form. This form is used to determine if the project will have any environmental impacts on the property or neighborhood.
- 3. Instrument Survey Map:** Prepared by a professional engineer or licensed land surveyor and depicts the current status of the subject property. Map should reflect the property lines, all existing structures, setbacks, and easements, if applicable. A sketch, drawn to scale on the survey map, should show the proposed variance(s) requested.
- 4. Plans:** For large scale projects in the Preliminary/Final stage, site plans should be prepared by a professional engineer and designed in accordance with Village codes, found online: [ecode360.com/WE0133](http://ecode360.com/WE0133)
  - § 137-7 Development design standards
  - § 137-9 Preliminary plan
  - § 137-10 Final subdivision plan.

*\* Note: Applicants wishing to display plans electronically during the meeting should provide a digital copy with their application.*
- 5. Notification to Neighbors:** Applicants will send a letter to neighboring properties within 300 ft. of the project, to provide notification of the proposed project and upcoming public hearing. A letter template and affidavit of mailing form are included in the application packet.
- 6. Owner Authorization:** If the applicant is not the owner of the subject property, proof must be submitted demonstrating that the applicant has the authority to act as agent for the property owner.