

GUIDE TO THE ZONING BOARD OF APPEALS (ZBA) PROCESS

General Information:

- Meetings are held the first Wednesday of each month
 - 6:00 pm – agenda meeting (Board members discuss the regular meeting’s agenda)
 - 6:30 pm – regular meeting (Board discusses each application with the applicant)
 - Both meetings are open to the public
 - The applicant or a representative (referred to as “applicant” in the steps below) is required to attend the regular meeting; attendance at the agenda meeting is optional
- The ZBA process requires AT LEAST two meetings
- All applications require a Public Hearing
- Applications for properties on State or County roads, or meeting certain other conditions, must be referred to the Saratoga County Planning Board for review. The Building Department handles this process; it occurs concurrently with the ZBA process and requires nothing additional from the applicant
- Emails are sent to applicants on or before the Friday before ZBA meetings, with a link to that month’s meeting agenda on the Town website plus any additional information

Steps: *** *These are general steps and may vary per application.* ***

1 – Applicant is referred to the ZBA by the Town Zoning Enforcement Official, or if the proposed project does not meet current zoning requirements.

2 – Applicant submits **all forms and supporting documentation** to the Building Department by **NOON** on the submission date (date on the Town Zoning Board of Appeals web page or contact the Building Department).

3 – Building Department reviews the application with the ZBA Chairperson. If complete, the application is included in the next meeting agenda.

4 – Applicant attends the meeting, noting if additional documentation is requested by the Board for the next meeting. The Board may set a Public Hearing for the next meeting or may wait in order to review any additional requested documentation. Saratoga County Planning Board review may be initiated.

- Any additional documentation must be submitted by **NOON** on the next meeting’s submission date
- If a hearing is scheduled, a Public Hearing notice about the application will be published in the Daily Gazette newspaper and mailed to abutting property owners

5 – Applicant attends the next meeting. If a Public Hearing is scheduled, members of the public can submit written comments and/or speak at the hearing. The Board may close the hearing or adjourn it to the next meeting, as necessary.

6- Applicant continues to attend meetings until the Board closes the Public Hearing and renders a decision.

7 – After a decision is rendered, the ZBA Attorney provides a resolution detailing the decision, which the Chairperson will review and sign.

- Applicants and/or representatives receive both an emailed and a mailed copy of the signed resolution

8 – If the variance was granted, the applicant may submit a building permit application reflecting the approved variance criteria or proceed to the Planning Board process if required.