Town of Lancaster

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DIANE M. TERRANOVA
Town Clerk

TO: Zoning Board of Appeals Applicants

FROM: Diane M. Terranova, Town Clerk

RE: Zoning Board Meeting dates and application deadlines

Zoning Board of Appeals September 8th, 2016, last day to return completed application is August 18, 2016 by 12:00 pm. (August 4th, 2016 by 12:00 pm for a County Referral)

Zoning Board of Appeals Meeting October 13th, 2016, last day to return completed application is September 22, 2016 by 12:00 pm. (September 8th, 2016 by 12:00 pm for a County Referral)

Zoning Board of Appeals Meeting November 10th, 2016, last day to return completed application is October 20th, 2016 by 12:00 pm. (October 6th, 2016 by 12:00 pm for a County Referral)

Zoning Board of Appeals Meeting December 8th, 2016. Last day to return completed application is November 17th, 2016 by 12:00 pm. (November 3rd, 2016 by 12:00 pm for a County Referral)

Please note that applicants must meet with the Town Assessor in order to obtain the names and addresses of property owners within one hundred (100) feet of the perimeter of the property, five hundred (500) feet for use variances. This procedure could take at least one week and must be factored into the application deadline time frame.

In some circumstances (ex. if the variance address is on a State Highway or County Road), the Town of Lancaster is required to refer applications for variances to the Erie County Department of Environment and Planning (ECDEP). The ECDEP will provide the Town with a written response thirty (30) days after receiving the referral. **In such cases the *completed application* must be filed in the Office of the Town Clerk at least five weeks (35 days) prior to the meeting date.**

Applicants must meet with the Building Inspector and the Town Clerk prior to the application process.

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