

TO: Zoning Board of Appeals Applicants
FROM: Diane M. Terranova, Town Clerk
RE: Zoning Board Meeting dates and application deadlines

Zoning Board of Appeals Meeting October 12, 2017, at 7:00pm. The last day to return a completed application September 21, 2017 by 12:00 pm. (September 7, 2017 by 12:00pm for County Referral)

Zoning Board of Appeals Meeting November 9, 2017, at 7:00pm. The last day to return a completed application is October 19, 2017 by 12:00 pm. (October 5, 2017 by 12:00 pm for a County Referral)

Zoning Board of Appeals Meeting December 14, 2017, at 7:00pm. The last day to return a completed application is November 16, 2017 by 12:00 pm. (November 2, 2017 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.

