

**Town of LeRoy
48 Main Street
LeRoy, New York 14482
585-768-6910 ext.223**

PROCEDURES FOR USE & AREA VARIANCES

1. Submit application to Zoning Officer at least **seven days prior** to Genesee County Planning Board meeting. County Planning Board meets at County Building No. 2, 3837 West Main Road, Batavia, NY the **2nd Thursday** of each month at **7:00 p.m.** 585-344-2580.
2. After referral is done at the County, it goes to the Town Planning Board for recommendation to the Zoning Board of Appeals. Town Planning Board meets on the **3rd Tuesday** of each month at the Town Municipal Building, 48 Main Street, LeRoy, NY at **7:30 p.m.**
3. Town Zoning Board of Appeals meets the **4th Tuesday** of each month at the Municipal Building, 3 West Main Street, LeRoy, NY at **7:00 p.m.** They are the Board that legally acts on the appeal after considering recommendations from the County and Town Planning Boards and public comments from the advertised Public Hearing.

PROCEDURES FOR SPECIAL USE PERMITS

Same procedure EXCEPT the Town Board makes the final decision. Therefore, step #3 is eliminated.

APPLICATION
to the
LEROY ZONING BOARD OF APPEALS

PERMIT # _____

Applicant: _____

Location: _____

Tax Map # _____

Subject: AREA USE VARIANCE

Fee: _____ **\$100.00**

Date Received: _____
Date Advertised: _____
Date of Hearing: _____
Decision: _____

Application for permission to use property located in a _____ District for use
as _____ property.

Reasons for proposed change of present status:

- 1] _____

- 2] _____

- 3] _____

If additional information is necessary, use reverse side and so indicate. _____

Applicant's Signature _____ Date: _____

Code Enforcement/Zoning Officer: _____

Amount Received: _____ Ck. # _____ Date: _____

By: _____, Town Clerk