



# Village of Stamford

84 Main Street, Stamford, NY 12167  
Office: 607-652-6671 Fax: 607-652-3567  
www.stamfordny.com

## **Summary of Zoning Permit and Zoning Board of Appeals referral procedures** **(as specified in the current Village Zoning Law)**

1. Because the village lacks subdivision review, all other applications (site plans, special permits, building permits, signage) are to be brought to the Zoning Enforcement Officer (ZEO) first. **All applications are to be submitted along with a Zoning Permit application.** Upon inspection, the ZEO **must** grant a zoning permit if the application meets all the requirements of the zoning. If the application **does not** meet those requirements, any proposed features not in accordance with the Village of Stamford Zoning Law are identified, stated on the Zoning Permit form and relayed to the applicant. There is no discretion involved on the part of the ZEO, the application either meets the code or it doesn't. In the denial of the application, the ZEO should explain the grounds on which the application was denied. At this point, the applicant can either amend their proposal to fit zoning requirements or file an application to the Zoning Board of Appeals.
2. Sixty (60) days from the notification of the nonconforming feature by the ZEO to the applicant, the applicant may file a formal appeal, either for interpretation or a variance. This request must be in writing on ZBA established forms available from either the ZEO or the Village Clerk. A request for interpretation means that the applicant is asking for interpretation of the zoning, implying that the ZEO made an erroneous judgment. The variance application shall refer to the specific provision(s) of the Village of Stamford Zoning Law from which the applicant is seeking relief, i.e. area, density, or setbacks, along with details supporting why the variance should be granted. The applicant may wish to apply for both types of relief. The completed application is to be returned to the ZEO and a copy referred to the ZBA chairperson at least ten (10) days prior to their regularly scheduled meeting.
3. Upon receipt of the completed application, the Board of Appeals shall:
  - a. Schedule a mandatory public hearing within sixty-two (62) days;
  - b. Give due notice thereof to the parties, and by publication at least once in the official newspaper five (5) days before the date of the public hearing giving sufficient information so as to identify the property involved and the nature of the proposed action,
  - c. Refer the application to the County Planning Board if required by General Municipal Law, 239-l and 239-m, as described in Section 13.5 B;
  - d. If required, the applicant shall complete an Environmental Assessment Form in order to determine whether a Draft Environmental Impact Statement should be required.
4. The ZBA shall deliver a decision within sixty-two (62) of the public hearing, unless this time period is extended by mutual consent of the ZBA and the applicant.



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5. All decisions of the Board shall be by resolution and a copy of each shall be sent to the applicant, to the Village Planning Board, to the Village Clerk, and to the Zoning Enforcement Officer. Every rule, regulation, amendment or repeal thereof and every order, requirement, decision or determination of the Board shall immediately be filed in the Village Clerk's office and shall be a public record. Each decision shall set forth fully the reasons for the decision of the Board and the findings of fact on which the decision was based. Such findings and reasons shall include references to the standards pertaining thereto where the appeal concerns a variance.