

APPLICANT'S PROCEDURAL CHECKLIST FOR A ZONING APPEAL OR VARIANCE

1. The application is submitted to the Village Zoning Inspector on or before the first of the month.
2. All required information, as listed on the Variance application, and the non-refundable fee must accompany the Application. All blanks on the form are to be completed unless waived by the Zoning Inspector. The information required is important to the process and allows the Appeals/Variance procedures to begin and to reach a viable conclusion.
3. The Public Hearing date is set for the third Thursday of the month at 7 pm in Brewster Council Chambers. The applicant is urged to attend this Public Hearing.
3. The Zoning Inspector publishes a Legal Ad in the local newspaper a minimum of ten days prior to the Hearing date.
4. The members of the Zoning Board of Appeals are notified by the Zoning Inspector by US mail a minimum of ten days prior to the Hearing date.
5. All property owners contiguous or directly across the street from the property in question will be notified by the Village by US mail a minimum of ten days prior to the Hearing. This information is provided by the applicant and verified by the Village prior to the mailings.
6. The applicant is notified of the Hearing date and time by the Village.
7. The Public Hearing is held, the Zoning Board of Appeals considers the application, and the Zoning Board of Appeals makes a decision.
Note: No time limit is established for the Board's decision. Decisions may be delayed to allow accumulation of additional information. If the Board finds it necessary to draw upon the advice of an engineer or an attorney or a similar applicable expert, this additional expense may be passed on to the applicant. The applicant will be made aware of such additional expense prior to the Board's engagement of such expert.
8. The applicant is notified of the Zoning Board of Appeals decision.