

## **A Short Course for the Romulus Building Permit & ZBA Process**

1. **Define and draw.** Clearly define what you want to do. Draw out with dimensions your plans on a copy of your plot plan. Provide a brief but accurate definition of what you want to do. Specifically include the set back distance in feet from the edge of your proposed structure to the edge of your property lines. Obtain and complete the building permit application.
2. **Cost estimate.** Before you get too far in the process, make sure you clearly understand the costs of what you want to do. Building permit and ZBA approvals are for a particular plan. If you get a plan approved and it becomes too expensive for you to implement and you change your plan, you will likely need to re start the entire process.
3. **Meet with the Town Zoning Enforcement Officer (ZEO).** With your completed documents, meet with and review your documents with the Town ZEO.
4. **Be flexible.** When you meet with the ZEO, making minor changes to your original plan to meet the code takes a lot less time and effort than going to the Zoning Board of Appeals (ZBA) and maybe not getting your plan approved.
5. **Research the ZBA process.** If you cannot work out a plan that is acceptable with the ZEO, then you must appeal your building permit application to the ZBA. This means you must attend and you sell your case the ZBA.
6. **Sell your plan to the ZBA.** The ZBA process is a very well defined process; check it out on line (Google "Guidelines for Applicants to the Zoning Board of Appeals, James A. Coon Local Government Technical Series") Prepare your case based upon the 5-point criteria that the ZBA uses to evaluate the plan. The ZBA will strictly follow this 5-point criterion, which is NY State law.

**Remember.** Not all building permit applications and ZBA cases are approved, and all approvals are valid for only a limited time period.

**Contacts.** For ZEO and ZBA contacts and phone numbers, visit the Town of Romulus web site.