



TOWN OF ROMULUS

A Simple Guide for the Romulus Building Permit and Zoning Board of Appeals Process

1. Define and draw.
Clearly define what you want to do. Draw, 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 setback 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 Zoning Board of Appeals 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 Code Enforcement Officer (CEO).
With your completed documents, meet with and review your documents with the Town CEO.
4. Be flexible.
When you meet with the CEO, 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 possibly not getting your plan approved.
5. Research the ZBA process.
If you cannot work out a plan that is acceptable with the CEO, then you must appeal your building permit application to the ZBA. This means you must attend and present your case the ZBA.
6. Present your plan to the ZBA.
The ZBA process is a well-defined process; you may check it out online on the New York State website ("Guidelines for Applicants to the Zoning Board of Appeals "). 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 New York State law.

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

Contact information for the CEO and the ZBA are available on the Town of Romulus web site (www.romulustown.com) or by calling the main office (607 869-9326).