

Village of Stamford: Summary of ZBA referral procedure (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 first. All applications are to be submitted along with a Zoning Permit application. Upon inspection by the ZEO, 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. 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 CEO to the applicant, the applicant may file a formal “application for variance”. This request must be in writing on ZBA established forms available from either the ZEO or the Village Clerk. The application shall refer to the specific provision(s) of the Village of Stamford Zoning Law from which the applicant is seeking relief, along with details supporting why the variance should be granted. 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 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.
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.