

Town of Marshall  
Zoning Board of Appeals  
2651 State Route 12B, P O Box 233, Deansboro, New York 13328

## The Processing of an Appeal for an Area Variance

*When an appeal for an area variance has been submitted to the Zoning Board of Appeals the probable processing of the appeal will include all or some of the following steps.*

The ZBA will decide if the appeal is complete.

The environmental impact will be assessed as required and in accordance with the NYS State Environmental Review Act (SEQRA).

The ZBA will submit the appeal to the County Planning Department for its assessment and await its determination and any recommendation(s).

The ZBA will schedule a public hearing on the appeal, when it deems the appeal complete.

The ZBA will convene a public hearing on the requested area variance.

The ZBA will determine what conditions and restrictions, if any, must be met in connection with the area variance.

The ZBA will make a final decision on the appeal within 62 days of the conclusion of the public hearing. The hearing may be continued over an extended period of time.

The ZBA will inform the Codes Enforcement Officer of its decision and file a copy of the decision in the office of the Town Clerk. A copy of the decision will be supplied to the applicant.

The ZBA will inform the County of its decision.