

TOWN AND VILLAGE OF ELLICOTTVILLE PLANNING, ZONING, & BUILDING PROCESS FLOWCHART

INDIVIDUAL HAS A PROJECT IDEA—I.E. building new home, subdividing property, developing a new subdivision/site plan, opening a business, hanging a new sign on property



SEE BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER—FILL OUT ZONING PERMIT APPLICATION
AND/OR
REQUEST A PRE-APPLICATION CONFERENCE W/ CODE ENFORCEMENT OFFICER (CEO) AND PLANNER

POTENTIAL ACTIONS DEPENDING ON PROJECT TYPE,
INTENDED USE, AND ZONING DISTRICT:

1

2

3

ZONING PERMIT
APPROVED

ZONING PERMIT PENDING
FURTHER ACTION

ZONING PERMIT
DENIED

A

B

CONTINUE W/ BUILDING PERMIT APPLICATION

OPTIONAL STEP—PRE-APPLICATION CONFERENCE W/ CEO AND PLANNER

CONTINUE W/ ZONING BOARD OF APPEALS (ZBA) APPLICATION

NO FURTHER ACTION

BEGIN CONSTRUCTION

CONTINUE W/ COMBINED PERMIT APPLICATION

CONTINUE W/ ZBA HEARING

NOTIFY BUILDING INSPECTOR WHEN INSPECTIONS ARE NEEDED DURING CONSTRUCTION

CONTINUE W/ PLANNING BOARD MEETING—I.E. site plan review, special use permit approval, historical district review, etc.

A

A

B

VARIANCE APPROVED

VARIANCE DENIED

REVIEW APPLICABLE CONDITIONS OF APPROVAL BY CEO AND PLANNING BOARD CHAIR TO MAKE SURE THEY'RE ALL MET

PLANNING BOARD DECISION

A

B

C

APPROVED OR APPROVED WITH MODIFICATION

APPLICATION TABLED, PENDING, OR NEEDS FURTHER ATTENTION OR EDITS

CONTINUE DOWN STEP 1 PATH

RECEIVE CERTIFICATE OF OCCUPANCY, COMPLETION, AND/OR COMPLIANCE

DENIED

“The processes depicted in this flowchart are for illustrative purposes only, and are not meant to replace the full review and approval process in the applicable zoning or building code.”