

APPLICATION PROCESS
For the Village of Fayetteville Boards

Reviewing your application can be a lengthy process depending on the complexity of your situation. The information below has been provided so that you can anticipate how long the review process might take. Please note that a 2- 3 month review process is not uncommon, and that it may take longer. Providing complete and detailed information and being prepared for questions at board meetings will speed up the process.

Please do not hesitate to contact the Codes Enforcement Department at 637-9864 if you have any questions or need assistance.

PLANNING BOARD

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| SPECIAL PERMIT - | Preliminary Meeting, then the following month
Public Hearing – Planning Board grants approval or disapproval
(minimum review period is 2 months) |
| SITE PLAN REVIEW- | If Planning Board has all the necessary information, can grant approval or disapproval in one meeting;
(average review period for non-commercial project is 2 months) |
| SIGN PERMIT- | If Planning Board has all the necessary information, can grant approval or disapproval in one meeting;*
(average review period is 2 months) |

If applications do not meet the Village of Fayetteville Codes, they will be referred to the Zoning Board of Appeals.**

ZONING BOARD OF APPEALS

VARIANCE APPLICATION (minimum review period is 2 months)

- Preliminary Meeting with Zoning Board of Appeals;
- Planning Board must then review the application and make recommendation to the Zoning Board of Appeals;
- Public Hearing with Zoning Board of Appeals – usually the month following the Preliminary Meeting. If the Zoning Board of Appeals has all the necessary information, can grant approval or disapproval at the Public Hearing.

*[If sign permit requires Zoning Board of Appeals approval and receives it, the applicant must return to the Planning Board to obtain Planning Board Sign approval.]

** [An area variance can go directly from the Codes Enforcement Office to the ZBA for a preliminary meeting.]

PLEASE NOTE:

- Any application on a State or County road may require referral to the SOCPA (Syracuse-Onondaga County Planning Agency). If required, this could delay the review process up to one month.
- All applications which include changes/additions to the exterior of the premises in the Historic District require referral to the Village of Fayetteville Historic Preservation Commission (HPC). This could delay the review process up to one month.
- All applications in the L District (Limestone District) must go the Historic Preservation Commission (HPC) for an advisory review.