

FLOW CHART FOR A ZONING VARIANCE

Application:

1. Obtain application from Village Clerk.
2. Complete application subject to the provisions of section 1003 of the Zoning Ordinance
3. Submit application to the Village Clerk to be forwarded to the Board of Zoning Appeals.

Board of Zoning Appeals:

1. The Board of Zoning Appeals shall schedule a public hearing to review the application.
2. The Board of Zoning Appeals shall make a "Finding of Fact" in accordance with the provisions of Section 1005.
3. The Board of Zoning Appeals shall adopt the "Finding of Fact" by a majority vote.
4. The Board of Zoning Appeals shall then forward the adopted "Finding of Fact" to the Board of Trustees.

Board of Trustees:

1. The Board of Trustees' action on the Variance may take two forms:
 - a. The Variance may be approved or disapproved by the Board of Trustees following a Board of Appeals' recommendation. An approval of a Variance must be by four (4) members of the Board of Trustees.
 - b. If the Variance is approved or disapproved contrary to the Board of Appeals' recommendation, then this must be done by a two-thirds (2/3rds) majority vote of the members of the Board of Trustees.
2. If the Variance is approved, it becomes effective immediately.
3. If the Variance is disapproved, the applicant can reapply at any time.