

GUIDELINES FOR VARIANCES TOWN OF GENOA CODES OFFICE

This Guideline could be used for either a "Use Variance" or "Area Variance".

- Meet with Code Enforcement Officer to determine if a variance is needed
- If variance is needed, fill out an "Application for Variance Form" and submit to CEO.
- CEO will review the application and could out-right reject it, and or ask for corrections. The Variance Application is then send the Chairman of The Variance Board.
- The Chairman of the Variance Board calls for a Meeting of the Variance Board of 5 people to review the submitted application. This Board makes a final determination and notifies the Town Board and the Code Enforcement Officer of their decision.
- If the Variance is approved, the Variance Applicant may now fill out a "Building Permit Application" to continue the Project. If the Variance is denied solutions or remedies may be looked into should the Variance Board feel it is warranted.