

PROCEDURE FOR APPEAL OF BUILDING PERMIT DENIALS  
or  
REQUEST FOR VARIANCE FROM THE BUFFALO ZONING ORDINANCE

1. All denials by the Building Inspector of a building permit may be appealed to the Board of Adjustments which consists of the members of the Zoning and Planning Commission.
2. A request for a variance from the Zoning Ordinance of the City of Buffalo is also directed to the Board of Adjustments.
3. The Planning Director shall notify the Board of the matter to be heard before it and a date will be scheduled for a meeting of the applicant with the Board. The applicant shall advertise the Notice of Appeal from the Denial of a Building Permit or the Request for Variance from the Zoning Ordinance in a local paper at least 10 days prior to the date of the meeting with the Board. The applicant shall pay all costs of advertising.
4. At the meeting the applicant shall present drawings or the site for which the building permit has been requested including existing and proposed structures on the site and accurate location of the lot lines. The drawings shall also show adjacent lots and the location of buildings on those lots. Any other drawings, plans, plats, or documents which help explain the applicant's request will also be helpful.
5. For a variance request the applicant shall present a written statement explaining the reason(s) for the request and the exact variance requested. Where the request involves a variance on the locations of an extension to a building or similar matter, the drawing information required in #4 above shall also be submitted.

In either case #4 or #5 above all documents, plats, drawings, or any other information shall be presented to the Buffalo Planning Office at least 7 days prior to the date of the advertised hearing.

6. Any questions regarding these procedures can be submitted to the Buffalo Planning Office in person, by phone or by letter. The office is at the Buffalo City Hall, 46 North Main, Buffalo, WY 82834. Phone 307-684-5566, Fax 307-684-5726.

The deadlines on the application by \_\_\_\_\_ are as follows. The meeting before the Board of Adjustments will be held at \_\_\_\_\_ p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. The advertisement must be in the newspaper no later than the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. All documents referred to under number 4 or 5 above must be presented to the Planning Office not later than the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

NOTICE OF APPEAL FROM THE DENIAL OF A BUILDING PERMIT

or

NOTICE OF REQUEST FOR A VARIANCE FROM THE ZONING ORDINANCE

Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_ the owner(s) of the following described property filed a (Notice of Appeal from the Denial of a Building Permit) (Notice of Request for a Variance from the Zoning Ordinance) with the Buffalo Planning Director for a (Building Permit) (Variance) on the following described property Lot(s) \_\_\_\_\_ of Block \_\_\_\_\_ of the \_\_\_\_\_ Addition to the City of Buffalo for the purpose(s) of the following \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The street address is \_\_\_\_\_.

Comments on this matter will be heard at \_\_\_\_\_ p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before the Board of Adjustments for the City of Buffalo, Wyoming in the City Council Chambers at 46 North Main.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_, Planning Director

Publish

Applicant is to pay all costs of publishing.

ACTION OF THE BOARD OF ADJUSTMENTS ON THE MATTER OF  
APPEAL OF THE DENIAL OF A BUILDING PERMIT

or

REQUEST FOR VARIANCE FROM THE BUFFALO ZONING ORDINANCE

The Buffalo Board of Adjustments does hereby grant to \_\_\_\_\_

\_\_\_\_\_

who are the owner(s) of Lot(s) \_\_\_\_\_, Block \_\_\_\_\_ of the \_\_\_\_\_

\_\_\_\_\_ addition to the City of Buffalo a (Building Permit) (Variance  
from the Zoning Ordinance) for the above described property and only for the purpose(s) of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is expressly understood by all parties to the (Permit) (Variance) that the violation of the  
purpose(s) for which the (Permit) (Variance) was granted may be cause for the cancellation of the  
(Permit) (Variance) after a hearing before the Board of Adjustments.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

By. \_\_\_\_\_  
Chairman, Board of Adjustments