

# TOWN OF ROMULUS

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## ZONING BOARD OF APPEALS

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## PUBLIC HEARING NOTIFICATION FORM INSTRUCTIONS

This form is to be used in conjunction with a special use permit application, area variance application or use variance application.

1. Complete with proper name of owner or applicant in the appropriate space in the top line.
2. Fill in address of the property described in the application. Draw a line through which does not apply either Variance or Special Use Permit.
3. A list of neighbors (exhibit A) who own and/or reside at properties within 1000 feet of the property/ premises boundaries identified in the application must be attached. It is suggested the listing be obtained from the Office of the Town of Romulus Assessor located at 7186 Main St., Ovid, NY.
4. The source used to obtain "exhibit A" must be identified.
5. State the description of the request as used when contacting neighbors. A copy of the application must be given to each household contacted. Draw a line through which does not apply either Variance or Special Use Permit.
6. Determine the date of the scheduled hearing. Each neighbor must be informed of the hearing date.
7. List any neighbors not contacted.
8. Describe the means used to contact each neighbor; mail, telephone, personal visit, etc.
9. The Hearing Notification Form is to be completed, notarized and submitted to the Town of Romulus office.

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6/4/2007