

TOWN OF WAWAYANDA
CODE ENFORCEMENT OFFICE

Code Enforcement Officer
Charles White



80 Ridgebury Hill Road
Slate Hill, NY 10973
(845) 355-5700 Fax (845) 355-5752

VARIANCE REFERRAL

Should your proposed construction and/or use not meet Town Zoning Laws and you wish to seek a variance from the Zoning Board of Appeals, please follow the steps below:

1. Apply for a permit through this office. No fee is required for this step.
Documentation needed:
 - a. Completed permit application
 - b. Sketch or site plan depicting the proposed construction
 - c. Letter of intent
2. This office will produce a letter of denial for a permit and a referral to apply to the Zoning Board of Appeals. Placement on the agenda will not be permitted by the Zoning Board until a letter is issued by this office.
3. Should your variance be granted, you must finalize your permit application and provide further documentation so a permit can be issued. This includes but is not limited to:
 - a. Construction drawings
 - b. Permit fee
4. Once a permit is issued, please proceed with contacting our office for routine construction inspections until such time as a Certificate of Compliance or Occupancy is issued.