

## NOTE TO APPLICANTS

The majority of the Village of Aurora is part of the National Historic Register. Any construction projects, no matter how small, must go through the Village Code Enforcement Officer to ensure proper permits, appropriate Board review, etc.

The Village Clerk and Code Enforcement Officer are here to help you through the process of obtaining the necessary permits for your project and are available from 4-6pm on Mondays, 3-5 on Thursdays or by appointment. Please understand that the application process may take 4-8 weeks, or longer, depending on when the application is received and the extent of the project. Your patience is appreciated.

Completed applications must be in the Village Office no later than 10 days before the appropriate Board review. The Boards meet on Wednesdays, so applications should be received by Monday of the week prior to the Board meeting. However, only applications deemed complete by the Code Enforcement Officer can proceed for Board review. If more information is needed for your application beyond what is submitted, the application could be delayed until all materials are received. Enclosed is a copy of the Board Meeting Schedule as well as Village Office hours.

Make sure you read the application carefully and call or visit the Village Office with any questions. **The timeline for applications begins when the application is complete, not when the applicant receives the forms.** Included on the application form is a checklist of the various forms/permits/reviews that may be required. Again, the extent of your project will determine the necessary procedures for completing your application.

Please note that some applications may require consultation with the village attorney, engineer, or other professionals. Applicants are responsible for costs to the village directly related to their project. All consultation fees are billed back to the applicant per Local Law #3 of 2012 and a copy of the law is included in the application packet.

Along with contacting the Village Office before you begin a project, it is also vital that you notify us when you are finished. Permits have expiration dates and we expect a reasonable timeline for the completion of your project.

Our village is a special place and your Village Officials are dedicated to working with you to maintain and enhance the unique quality that is Aurora.

**MONTHLY VILLAGE BOARD MEETING SCHEDULE**  
**(7:00 pm in the Aurora Firehouse meeting room)**

**1<sup>ST</sup> WEDNESDAY – COMMUNITY PRESERVATION PANEL**

**2<sup>ND</sup> WEDNESDAY – ZONING BOARD OF APPEALS**

**3<sup>RD</sup> WEDNESDAY – VILLAGE BOARD OF TRUSTEES**

**4<sup>TH</sup> WEDNESDAY – PLANNING BOARD**

**VILLAGE OFFICE HOURS**

**Monday: 4-6pm (Clerk and Code Enforcement Officer)**

**Tuesday: 10-2pm (Clerk)**

**Wednesday: No Public Office Hours**

**Thursday: 9-1pm (Treasurer), 11-5pm (Clerk), 3-5pm (Code Enforcement Officer)**

**Friday: No Public Office Hours**

**VILLAGE OFFICE CONTACT INFORMATION**

**Phone: 315-364-7293**

**Fax: 315-364-6857**

**DPW: 315-364-5239**

**Address: 456 Main St Aurora, NY 13026**

**Email: [villageclerk@auroranewyork.us](mailto:villageclerk@auroranewyork.us)**

**Website: [www.auroranewyork.us](http://www.auroranewyork.us)**