



**APPEAL CHECKLIST**

THE BOARD WILL HEAR ALL REQUESTS FOR AN APPEAL WITHIN NINETY (90) DAYS FROM THE RECEIPT OF THE COMPLETED APPLICATION.

THE COMPLETED APPLICATION MUST BE RECEIVED BY CLOSE OF BUSINESS DAY NOT LAGER THAN 30 DAYS FROM RECEIPT OF A VIOLATION NOTICE AND CORRECTION ORDER OR ZONING DETERMINATION.

THE FOLLOWING INFORMATION MUST ACCOMPANY AN APPLICATION TO THE BOARD OF ZONING APPEALS AND IS TO BE PROVIDED BY THE APPLICANT:

The application form must be completed by the applicant in its entirety. Incorrect or inaccurate information may result in dismissal of the application for a variance.

- Attach a complete justification statement describing the property or site (if applicable), background information (the reason for the request for a determination), the determination rendered by the zoning administrator, and the rationale for the appeal.
- For appeals of a violation notification correction order include a description of the alleged violation, appropriate drawings showing applicable setbacks and other dimensions associated with the structure or use that is the subject of the violation, and rationale for the appeal.
- The fee determined by the Governing Body: **\$ 400.00.**

THE FOLLOWING INFORMATION WILL BE PROVIDED TO THE APPLICANT BY THE ZONING ADMINISTRATION DIVISION OF THE PLANNING OFFICE:

- Hearing date, which will be the next applicable agenda date. *All appeals will be heard within 90 days from receipt of the completed application.*
- Applicant will receive Board of Zoning Appeals Resolution of Action following hearing.

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Application received from

Date

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Application received by

Date