



NEXT MEETING IS SCHEDULED FOR: \_\_\_\_\_

CUT-OFF DATE FOR NEXT MEETING: \_\_\_\_\_

Please be advised that any items that you wish the Board to consider in hearing your request must be submitted by the above date. The Board will not consider any items that are presented the night of the meeting.

## SUMMARY OF REQUIREMENTS FOR ZONING BOARD OF APPEALS

1. Building Permit application or Zoning Permit application must be denied.
2. Zoning Board of Appeals Application must be completed and signed by the owner of the property.
3. (3) Copies of a Survey and/or scaled Building Plans and (1) Electronic copy (PDF Format) are required as well as any additional information being submitted to the Board.
4. All property owners registered on the tax roll within one thousand (1000') feet of the affected property will be notified by mail of the appeal
5. \$250.00 Zoning Board of Appeals fee must be paid at the time of submittal. **(IF WORK HAS ALREADY STARTED PRIOR TO THE ZBA HEARING THE COST FOR THE HEARING WILL BE \$750.00).**
6. When a variance request is tabled, the City requires an additional **\$75.00** be submitted to cover the expense of re-notifying all property owners within one thousand feet (1000')
7. The Board of Appeals members make on site inspections of all requests. Your property lines and proposed construction must be clearly marked at least one (1) week prior to the hearing date. Wood stakes or florescent paint lines are acceptable. If the Board Members are unable to clearly define the property in question because of failure of applicant to comply with this requirement, **NO ACTION WILL BE TAKEN AT THE SCHEDULED PUBLIC HEARING.**

8. At the Zoning Board of Appeals Meeting, the owner, authorized appellant or other authorized representative must appear to present the appeal. Be prepared to explain the practical difficulty at the Zoning Board of Appeals meeting.
9. Variances granted by the Zoning Board will be subject to the following conditions:
  - A. Variances are based on the plans submitted and any change in the plan will initiate a second review of the request by the Board.
  - B. A Building Permit must be obtained within six months from the date the variance is granted. If a permit is not obtained, the applicant may seek an extension of the variance by written request to the Building Official for one (1) extension of up to ninety (90) days provided that he/she finds that the conditions on and surrounding the site are substantially the same and when the ZBA initially took action on the case. If improvements have not commenced within the time period specified in an extension granted by the Building Official, or if the Building Official declines to extend the period of validity, an applicant may request re-approval by submitting a written request to the ZBA. Failure to do either will result in the variance expiring.
  - C. Use variances granted must be recorded by the applicant and owner of the property at the County Register of Deeds.

**An application must be received at least twenty five (25) days prior to the next meeting date of the Zoning Board of Appeals in order to be placed on that agenda. All supporting documents necessary for proper notification of properties within 1,000 feet must be submitted at this time.**

***Amended: June 20, 2014***