

IMPORTANT INSTRUCTIONS

ZONING APPLICATIONS

All required information and/or documentation should be submitted prior to the Public Hearing, including but not limited to the Application.

- A. **All Applications must be submitted one month prior to the scheduled Zoning Board of Appeals meeting (third Tuesday of the month). Application will not be considered complete unless the documentation below is submitted with application. (16 copies must be submitted)**
- Copy of DEED
 - Photographs
 - Plans
 - Complete Application
- B. Appeals or petitions must be signed personally by the Appellants or Petitioners.
- C. If conditions of health are involved in any way in allegations of substantial hardship made by the Appellants or Petitioners in #9 (b), a physician's signed statement specifying such conditions should be submitted prior to the Public Hearing.
- D. **A FEE OF \$350.00 FOR A VARIANCE, SPECIAL PERMIT, FINDING OR AN APPEAL OF THE BUILDING COMMISSIONER'S INTERPRETATION OF A ZONING ORDINANCE. (FEE INCLUDES ADMINISTRATION AND PUBLICATION EXPENSES.)**
- E. A fee in the amount of **\$150.00** will be required for continuances requested by the Applicant.
- F. *The application must be reviewed and marked complete by the*
Zoning Board of Appeals administrative staff prior to being submitted and time stamped at the City Clerk's Office
- G. **Application** and the **Original Letter of Denial** must accompany the filing of any request or appeal when submitted to the *City Clerk's Office*.

<p><u>DO NOT ATTEMPT TO DISCUSS YOUR CASE WITH ANY MEMBER OF THE BOARD AT ANY TIME PRIOR TO THE PUBLIC HEARING.</u></p>
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