

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.

Appeals or petitions must be signed personally by the Appellants or Petitioners.

Prior to the Public Hearing of your case, be certain to **have submitted the deed or a copy thereof**, under which the owners of the land involved in the appeal or petition have derived title.

Any photographs, plans or other documents which pertain to your appeal or petition should be submitted prior to the Public Hearing. The availability of such will not relieve the Appellants or Petitioners from submitting a sketch or diagram in accordance with the requirements set forth in Question #5 of the Application.

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.

DO NOT ATTEMPT TO DISCUSS YOUR CASE WITH ANY MEMBER OF THE BOARD AT ANY TIME PRIOR TO THE PUBLIC HEARING.

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.)

A fee in the amount of **\$150.00** will be required for continuances requested by the Applicant.

Application and the **Original Letter of Denial** must accompany the filing of any request or appeal when submitted to the *City Clerk's Office*.