



APPEAL REQUEST INFORMATION SHEET & APPLICATION NONREFUNDABLE FEE \$500.00

1. The following are the procedures for processing an appeal:
 - a. A completed Administrative Decision form will be given to you, which outlines the reasons why your request was denied. Also, the date that the Decision was signed is the start of the 30-day time limit in which you have to submit all the necessary forms if you wish to appeal. Should you fail to meet the 30-day time limit you forfeit the opportunity to appeal, and the decision will stand.
 - b. If you wish to appeal, you will receive all of the necessary forms to file said appeal.
 - c. The Board of Adjustment meets the first Thursday of the month. By Ordinance, a legal notice regarding the case must be published in a newspaper of general circulation at least fifteen (15) days prior to the public hearing. Our office requires submission of all completed material at least twenty-one days prior to the meeting date in order to meet this publication requirement. There will be no exception from the 21-day filing deadline date.
 - d. The petitioner and/or a designated representative must be present at the public hearing to give testimony and answer questions regarding the request. If no one is present at the hearing, the request may be denied at the discretion of the Board.
 - e. All public hearings are held by the Board in the City Council Chambers, 240 Lincoln Street, starting at 6:00 p.m., unless otherwise advertised publicly.
 - f. After the case is heard, the Board will deliberate the facts of the case and make their decision. You will be notified of their decision in writing no later than thirty (30) days after the date of the public hearing.



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APPEAL APPLICATION

For Office use only:

Date Received _____ Date Fee Paid _____ BOA Hearing Date _____

Existing zone designation _____ Applicable Section of zoning code _____

Name of Applicant _____ Email _____

Address _____ Phone _____

Do you own this property Yes _____ No _____

If no, Name and Address of Owner _____

Legal Description of Property (Street address, subdivision lot and block numbers, or attached a Legal description prepared by a surveyor)

List the Date of Decision Rendered by the Board of Adjustments or Planning commission
_____, 20__

Attached hereto and made a part of this appeal, I submit the following: (Note: All of these papers must be submitted with the appeal.)

____ Attached is a copy of the decision or order of the Board of Adjustments on which the appeal is based.

____ Attached is a statement of the principal points on which the appeal is based.

____ Attached is a plat plan or drawing (if applicable)

AFFIDAVIT

I hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Signature of Applicant

Date

Signature of Owner
(if other)

Date