

Received (stamp):



Request for Appeals

***** IMPORTANT INFORMATION - Please read before completing the application *****

- Required - Submission of a complete application, including all of the items listed in the application checklist.
- Digital Only Submittals Preferred
- Zoning: Applications and applicable fees shall be submitted no later than 5:00 pm on the application deadline date.
- Property Maintenance: Applications and applicable fees shall be submitted within 20 days after the date of the decision, notice, or order was received
- ***Appeals of notices and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and/or order until the appeal is heard by the appeals board.***
- Submitted applications and all checklist items shall be reviewed by the Division of Engineering for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Commission agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- No late submittals or additional information will be accepted after the application deadline.
- Any construction and/or occupancy of the site for which the appeal is being requested for shall not commence until all appropriate approved permits are obtained by the City and the County Building Department.

Project Site Information (Please print clearly)

Project Street Address: _____ Property Zoning District: _____

Company/BusinessName: _____

Description of Proposed Project: _____

Owner of Property: _____

Owner's Address (Street): _____

City, State and Zip Code: _____

Owner's Telephone Number: _____

Owner's Email Address: _____

Appellant Information (Please print clearly)

Appellant: _____ ☐ Owner ☐ Agent ☐ Representative ☐ Other

Company: _____

Address(Street): _____

City, State and Zip Code: _____

Telephone Number: _____

E-mail Address: _____

I hereby attest to the truth and exactness of all of the information supplied on and with this application.

Signature of Appellant:_____ Date:_____

Date of Decision/Notice/Order by Division of Engineering: _____

FOR CITY USE ONLY

Paid (stamp):

Fees Due:	Zoning Appeals:	\$200	\$ _____
	Property Maintenance:	\$0	No Fee

The application has been reviewed and is found to be complete.

_____	_____
City Staff	Date

Decision Of The Board of Zoning Appeals

- ☐ Approved
- ☐ Disapproved

_____	_____
Chairperson, Board of Zoning Appeal	Date

Appeal Information (Please print clearly)

Reason for Appeal:

☐ Incorrect interpretation of Code: _____

☐ Provisions of Code do not apply: _____

☐ Requirements of Code satisfied by other means: _____

Appellant's Request: _____
