



# Notice of Appeal - Form 1 Board of Zoning Appeals

Date Filed: \_\_\_\_\_ Permit Application No. \_\_\_\_\_ Appeal No. \_\_\_\_\_

### Instructions

This form must be completed for a hearing on **appeal** from action of a zoning official, application for a **variance** or application for **special exception**. Entries must be printed or typewritten. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent. An accurate, legible plot plan showing property dimensions and locations of structures and improvements must be attached to an application for variance or special exception.

**THE APPLICANT HEREBY APPEALS** [indicate one]:

- from action of a zoning official as stated on attached Form 2
- for a variance as stated on attached Form 3.
- for a special exception as stated on attached Form 4.

**APPLICANT(S)** [print] \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ [work] \_\_\_\_\_ [home]

Interest: \_\_\_\_\_ Owner(s): \_\_\_\_\_ Adjacent Owner(s); Other: \_\_\_\_\_

**OWNER(S)** [if other than Applicant(s)]: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ [work] \_\_\_\_\_ home]

[Use reverse side if more space is needed.]

### PROPERTY ADDRESS:

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Plat Book \_\_\_\_\_ Page \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_ Area: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Zoning Map Page: \_\_\_\_\_

**DESIGNATION OF AGENT** [complete only if owner is not applicant]: I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Date: \_\_\_\_\_

Owner signature(s)

I (we) certify that the information in this application and the attached Form 2, 3 or 4 is correct.

Date: \_\_\_\_\_

Applicant signature(s)



## Appeal from Action of Zoning Official - Form 2 Board of Zoning Appeals

Date Filed: \_\_\_\_\_ Permit Application No. \_\_\_\_\_ Appeal No. \_\_\_\_\_

1. Applicant hereby appeals to the board of zoning appeals from the action of the zoning official affecting the property described in the Notice of Appeal [Form 1] on the grounds that:

granting  denial of an application for a permit to \_\_\_\_\_  
was erroneous and contrary to provisions of the zoning ordinance in Section \_\_\_\_\_;  
or other action or decision of the zoning official was erroneous as follows:

\_\_\_\_\_  
\_\_\_\_\_

2. Applicant is aggrieved by the action or decision in that:

\_\_\_\_\_  
\_\_\_\_\_

3. Applicant contends that the correct interpretation of the zoning ordinance as applied to the property is:

\_\_\_\_\_  
\_\_\_\_\_

4. Applicant requests the following relief:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant signature



**Variance Application - Form 3**  
**Board of Zoning Appeals**

Date Filed: \_\_\_\_\_ Permit Application No. \_\_\_\_\_ Appeal No. \_\_\_\_\_

1. Applicant hereby appeals to the board of zoning appeals for a variance from the strict application to the property described in the Notice of Appeal [Form 1] of the following provisions of the zoning ordinance:

\_\_\_\_\_

so that a zoning permit may be issued to allow use of the property in a manner shown on the attached plot plan, described as follows: \_\_\_\_\_

\_\_\_\_\_

for which a permit has been denied by a zoning official on the grounds that the proposal would be in violation of the cited section(s) of the zoning ordinance.

2. The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by state law and the ordinance are met by the following facts.

a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows: \_\_\_\_\_

b. These conditions do not generally apply to other property in the vicinity as shown by: \_\_\_\_\_

c. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property as follows: \_\_\_\_\_

d. The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance for the following reasons: \_\_\_\_\_

3. The following documents are submitted in support of this application: \_\_\_\_\_  
\_\_\_\_\_ **[A plot plan must be submitted.]**

Date: \_\_\_\_\_

\_\_\_\_\_

Applicant signature



## Special Exception Application - Form 4 Board of Zoning Appeals

Date Filed: \_\_\_\_\_ Permit Application No. \_\_\_\_\_ Appeal No. \_\_\_\_\_

1. Applicant hereby appeals to the board of zoning appeals for a special exception for use of the property described in the Notice of Appeals [Form 1] as: \_\_\_\_\_

\_\_\_\_\_

which is a permitted special exception under the district regulation in Section \_\_\_\_\_ of the zoning ordinance.

2. Applicant will meet the standards in Section \_\_\_\_\_ of the zoning ordinance which are applicable to the proposed special exception in the following manner:

\_\_\_\_\_

\_\_\_\_\_

3. Applicant suggests that the following conditions be imposed to meet the standards in the zoning ordinance: \_\_\_\_\_

\_\_\_\_\_

4. The following documents are submitted in support of this application: \_\_\_\_\_

\_\_\_\_\_

**[A plot plan must be submitted.]**

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant signature