

HOW TO FILE AN APPEAL WITH THE ZONING BOARD OF ADJUSTMENT

1. Appeal form

Application packets are available at:

Building & Neighborhood Service, located at 344 3rd Avenue South and
Or via email.

2. Return the completed application

Submit the completed application form, the neighbor notification form(s), all required documentation and the filing fee (\$125) to the Building & Neighborhood Services Department, 344 3rd Avenue South. Applications should include any supporting documentation.

Appeal forms must be submitted by last date of the month, to be on next month's agenda. Meetings are the third Wednesday of the month.

If you do not submit your appeal by the end of month, you will not be included on the Board agenda for the following month.

3. Neighbor notification

The applicant for any appeal, variance or special use permit shall notify all adjacent property owners of the purpose of the application. You will be given a list of all abutting neighbors within 200 ft of your property. You can either:

Notify all adjacent property owners in person and submit the bottom of the signed "Neighbor Notification Forms", at least 1 week before the hearing or

If mailed, Neighborhood Notifications must be sent via **certified mail**, or provide proof of mailing. You will receive a sheet identifying all property owners you must notify. Bring the receipts from the certified letters or signed "Neighbor Notification Forms" to BNS at least 1 week before the hearing.

4. Before the meeting

Either you or your representative must attend the Board meeting. You may also receive a copy of the staff report and the checklist the Board will follow during the meeting.

5. The meeting

If you cannot attend the meeting and are sending a representative, send a letter (signed by you) along with him/her stating that he/she can represent you. If neither you nor your representative is present, the Board will not hear your appeal.

Decisions are made at the hearing. Applicants will know their results that day.