



**NOTICE OF APPEAL
BOARD OF ZONING APPEALS**

Date Filed: _____ **Case Number:** _____

INSTRUCTIONS

This form must be completed for a request on an **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]

- Action of a Zoning Official-Form 1**
- Variance-Form 2**
- Special Exception-Form 3**

APPLICANT(S): [print] _____
 Address: _____
 Telephone: (work) _____ (home) _____ (email) _____
OWNER(S) [if other than Applicant]: _____
 Address: _____
 Telephone: _____
PROPERTY ADDRESS: _____
 Tax Map Number: _____ Plat Book: _____ Page: _____
 Zoning District: _____ Lot Dimensions: _____

DESIGNATION OF AGENT [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 forms is correct.

Date: _____
_____ Applicant signature(s)



**ACTION OF ZONING OFFICIAL-FORM 1
BOARD OF ZONING APPEALS**

Date Filed: _____	Case Number: _____
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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 on the grounds that:

- granting an application for a permit to _____
- 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-FORM 2
BOARD OF ZONING APPEALS**

Date Filed: _____	Case Number: _____
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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 of the following provisions of the Zoning Ordinance in Section(s): _____

_____ 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-FORM 3
BOARD OF ZONING APPEALS**

Date Filed: _____ Case Number: _____

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 as: _____
_____ which is a permitted special exception under the district regulation in Section(s) _____ of the Zoning Ordinance.
2. Applicant will meet the standards in Section(s) _____ 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