

ZONING BOARD OF APPEALS PROCEDURE

TO BE USED WHEN APPLYING TO THE ZONING BOARD OF APPEALS FOR A HEARING ON ZONING MATTERS

1. Complete application to Zoning Board Appeals and make statement of intent.
2. Submit a fee of \$300.00 with application.
3. Allow a minimum of two weeks for hearing date to be set.
4. Appellant will receive notice of time and date for hearing. The public hearing notice will be published in the local newspaper and those neighbors within 200' of the subject property will be notified to determine support or objection to the appeal as required by State Statute.
5. Appellant must appear at set time and date to explain the need for consideration of the appeal.
6. Appellant will receive official notice of the decision within five days of hearing.
7. If the appeal is approved, the appellant may apply for a Building Permit.

NOTE: Plans and pictures are necessary prior to the meeting.