



**BOARD OF ZONING APPEALS (BZA)**  
**APPLICATION**  
*(please print)*

Application Date \_\_\_\_\_ For Meeting Date \_\_\_\_\_

☐ Renewal of a Special Permit    ☐ Appearance Required    ☐ Photos Required

Location:

Address of Subject Property \_\_\_\_\_

Parcel # \_\_\_\_\_

Owner of Property \_\_\_\_\_ Applicant \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Work \_\_\_\_\_

**Requested Appeal of Building Commissioner's Denial**

*(Completed by Building Department Only)*

Reason for Denial/Renewal – Zoning Code Section: \_\_\_\_\_

Brief Zoning Code Violation: \_\_\_\_\_

Existing Violation on Property    ☐ No    ☐ Yes (see attached)

**Hardship Imposed to Property Owner**

*(Completed by Applicant Only, Use Back if Necessary)*

Applications under Section 1244.01 (a) must be filed with the Division of Engineering and Inspection within 10 days from date of application for permit or occupancy. Appeals under Section 1244.04 (b) must be made within 10 days from action of Building Commissioner of Building Committee. The Board of Zoning Appeals will hold a public hearing and notify the parties and owners of adjacent property deemed affected by the case.

**Variances Filing Fee – Non-Refundable**

☐ \$50.00 for all districts

**Special Permits Filing Fees – Non-Refundable**

☐ \$150.00 for properties located in Residential Zoning Districts

☐ \$300.00 for properties located in all other districts

**NOTE:** Any additional actual costs incurred by the City shall be the sole responsibility of the applicant. *Also, a permit must be obtained no sooner than 10 days following the meeting; the above filing fee is NOT a permit.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*For Office Use Only*

Amt. Paid \_\_\_\_\_ ☐ Cash    ☐ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

## PROCEDURES FOR BZA APPLICATION

1. The cutoff for a BZA application is **2.5 weeks** before BZA (inquire at Building Department).
2. A denied permit application is required to apply to BZA.
3. Complete a BZA form.
4. Fees are as follows: Variance Filing Fees (non-refundable) - \$50.00 for all districts Special Permit Filing Fees (non-refundable) - \$150.00 for properties located in residential zoning districts; \$300.00 for properties located in all other districts
5. Provide a sketch, or plans/drawing of the job.
6. Provide 1-2 photos of the job.
7. All plans must be in 8.5 x 11 format.
8. All new applicants must attend the meeting or send an agent to represent them.
9. The meeting takes place at 8:00 a.m., second Wednesday of the month at City Hall –Council Chambers.
10. Work cannot begin until 10 days after the BZA meeting to give time for anyone to object.