

INSTRUCTIONS FOR FILING FOR BOARD OF APPEALS HEARING

ZONING BOARD OF APPEALS HEARINGS are held as needed at the City Hall. Due to the notice requirements it is normally at least 2 weeks after a complete application is filed before the ZBA can meet.

HEARINGS WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS SUBMITTED AND FEE PAID

Applicant must attend the City Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant. Said written approval must be notarized and left on file with the City.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

2. Application to the Zoning Board of Appeals on reverse side of this sheet.
3. Proof of ownership of the property – DEED
4. Site plan with all the required information noted on it (see attached sample)
 - Sketch of lot drawn to scale
 - North arrow in relation to lot and structure
 - Size of lot, if lot is irregular indicate measurements of all property lines
 - Size of all proposed buildings, indicate on drawing they are proposed
 - Size of all existing buildings, indicate on drawing they are existing
 - Setback distances from ALL property lines to the proposed building
 - Location of well, septic tank, disposal field, sanitary sewer line, any easements, and the distance they are from the proposed building
 - Names and locations of all roads, lakes, streams, railroads, etc. that abut the property
 - Directions (if possible draw plan with north at the top of the sheet)
5. Elevations of any proposed construction.
6. A zoning permit application that has been denied by the Zoning Administrator when the application involves a building.
7. A list of the variances being requested.
8. Application fee for regular meeting. Meeting fee does not apply toward building permit fees.
9. **Notarized Letter of Representation from Deed Holder required if different from applicant.**