



## **Instructions to the Appellant for appealing a decision by the Zoning Administrator under the Zoning Regulations.**

- 1. Appeals must be made within 30 days after a decision is rendered by the Zoning Administrator by filing an application form. The appellant must complete the application form and all blanks must be filled in or noted as N/A.**
- 2. Appellant must submit a current ownership list of names, mailing addresses and zip codes for all property owners both inside and outside the City within 200 feet of the boundary of the property involved in the application.**
- 3. The appellant must submit a copy of the decision, order of determination of the Zoning Administrator with a statement, in writing, justifying the appeal of the decision. Also, a sketch drawn to scale shall be submitted if deemed relevant to the case by the Secretary of the Board of Zoning Appeals. A professionally drawn sketch is not necessary.**
- 4. The above noted application and accompanying documents shall be submitted to the Secretary of the City's Board of Zoning Appeals at least 25 days before the next regular Board meeting, together with a fee to the City as established in Section 6 of Ordinance 1272 in the Appendix of the Zoning Regulations. Incomplete applications will not be returned to the appellant.**
- 5. Notice of public hearing by the Board of Zoning Appeals will be published in the official city newspaper by the Secretary so that at least 20 days elapse between the date of publication and hearing date. Notices of the hearing will also be mailed by the Secretary to all property owners on the ownership list, the appellant and the Secretary of the City Planning Commission so that at least 10 days shall elapse between the mailing date and the hearing date.**
- 6. As provided for in Section 10-107 of the Zoning Regulations, an appeal shall stay all legal proceedings unless, in the opinion of the Zoning Administrator, such a stay would cause imminent peril to life and property. In such event, the proceedings shall not be stayed unless a restraining order is issued by the Board of Zoning Appeals or by the District Court of the County.**
- 7. Please note that the City is processing your application under the minimum time period prescribed by State law.**