



# APPEALS

## Application Requirement Checklist

### Application & Supporting Materials

- 1 APPLICATION FEE**
- 2 CD - ONE (1) DIGITAL COPY CONTAINING ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION.**  
Files must be labeled and submitted as PDFs or JPEGs, or other appropriate electronic format.
- 3 ORIGINAL SIGNED AND NOTARIZED BOARD OF ZONING APPEALS APPLICATION FORM - ONE (1) ORIGINAL**
- 4 ADMINISTRATIVE APPEAL STATEMENT -TEN (10) COPIES INCLUDING RESPONSES TO THE FOLLOWING**
  - A** State the request of the appeal.
  - B** Explain the nature of and specify the grounds for the requested appeal.
- 5 DOCUMENTS DETERMINING THE REQUESTED APPEAL - ONE (1) COPY**  
This could include documents or correspondence outlining the order, requirement, decision or determination made.
- 6 LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL INCLUDED - ONE (1) COPY**
- 7 LIST OF PROPERTY OWNERS AND REGISTERED HOMEOWNERS ASSOCIATIONS WITHIN 150 FEET - ONE (1) COPY THAT INCLUDES:**
  - A** Parcel number
  - B** Owner name
  - C** Complete address
- 8 SITE PLAN -TEN (10) SMALL (11x17) and FIVE (5) LARGE (22x34) SCALED COPIES SHOWING:**
  - A** North arrow and bar scale.
  - B** Boundaries and dimensions of the lot, structure or area that is the subject of the appeal.
  - C** Sizes and locations of existing and proposed structures, accessways, walks, off-street parking and loading spaces, landscaping, and signs.
  - D** Existing and proposed use of all parts of the lot and structures.
  - E** Uses of land and locations of structures within 100 feet of the subject property.
  - F** Any other information that the Board of Zoning Appeals deems necessary to make a decision on the application.

### Review Criteria

#### § 153.231(F) ADMINISTRATIVE APPEAL REVIEW CRITERIA.

- (4) In deciding the appeal, the Board shall determine whether or not the decision that was made was done so using the proper requirements and standards in this Code. The decision of the Board is limited to the information that was available to the administrative official or body who made the decision being appealed. Additional testimony is not appropriate.