



Case # \_\_\_\_\_ - \_\_\_\_\_

# ADMINISTRATIVE **APPEAL** FORM

## ADMINISTRATIVE APPEALS

Decisions on appeals are limited to those specific provisions or approvals that are the subject of the appeal. No other part of an application shall be modified by the Board of Zoning Appeals.

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 of the Zoning Code. The decision of the Board is limited to the testimony that was available to the administrative body or official who made the decision being appealed.

Decisions of the Board of Zoning Appeals may be further appealed to City Council within 10 days of the Board's decision. For additional information, refer to Zoning Code Sections 153.231(F), and 153.066(K) for City Council Appeals to decisions in the Bridge Street District.

## APPLICATION REQUIREMENTS

- Completed original Development Application form
- Any documents that determine the requested appeal
- Electronic copies (PDF, JPEG, Word, etc. as appropriate) of all application materials
- 10 scaled copies (11x17 or 22x34 as appropriate) specifically showing the subject of the appeal

**I. GENERAL INFORMATION:** Provide information to identify properties and to describe the proposal. Attach additional sheets if necessary.

|  |                  |
|--|------------------|
| Property Address(es):  |                  |
| Tax ID/Parcel Number(s):   | Zoning District: |
| Identify which plan the appeal refers to (ie., Development Plan, Site Plan, Minor Project, etc.), and the date that the original administrative decision was made. |                  |
| List the Zoning Code Section(s) that the applicant is appealing.   |                  |
| Briefly state the request of the appeal and specify the grounds for the appeal. Attach additional pages as needed.   |                  |

### FOR OFFICE USE ONLY: BOARD OF ZONING APPEALS OR CITY COUNCIL DETERMINATION

|                   |                |
|-------------------|----------------|
| Date of Decision: | Determination: |
| Notes:            |                |