

GENERAL INFORMATION:

1. Owner, or authorized agent, must be present at meeting. Absence will result in no action on request.
 2. The next open meeting is _____
 3. Deadline for complete applications to be received is 5:00 p.m. on _____
 4. Two copies of all documents and drawings are required. (see instructions below)
 5. Please contact the Planning Department regarding the application fee.
-

PROCEDURE:

1. File a complete application with the Planning Department. Deadline is two weeks prior to the meeting (usually a Friday at 5:00 p.m.). Incomplete applications will not be accepted.

Application Requirements:

- A. Complete application.
 - B. Drawings to scale and dimensioned. Include two copies of full size scaled drawings and two copies of drawings at 11" X 17".
 1. Site Plan (to scale). All plans should show the location of all buildings on the property and all conditions on the property and on adjoining properties pertinent to this appeal. Plans shall give the address of the property, name and address of the owner, and the name and address of the preparer.
 2. Detail drawings.
 3. Landscape plan.
 - C. Narrative description.
 - D. Proof of control (option, lease, ownership).
 - E. Other descriptions or materials as appropriate.
2. Public Notice:
Public notice will be sent by mail to affected property owners and to the applicant. Public Hearing notices will also appear in a local newspaper of general circulation.
 3. Public Hearing:
A public hearing will be set. The applicant will be notified of the date and time. The applicant, or applicant's representative, presents the request to the Board. The Board may grant the request, deny the request, or continue its consideration of the request.
 4. Council Confirmation:
Council confirmation may be required for certain variances. Staff will notify you of the date Council will consider the request.
 5. Referral to Building Department:
The applicant shall contact the Building Department to apply for all building permits. Approval by the Board of Zoning Appeals does not imply approval of plans by the Building Department.