

MODEL APPEAL OR APPLICATION
TO THE ZONING BOARD OF APPEALS FOR ZONING VARIANCE

Instructions

Appeals and applications shall be filed with the Village Clerk. The Village Clerk shall refuse appeals or applications that are not complete or are not legible.

Appeals

I hereby acknowledge receipt of written notification of the Plan Commission's permit refusal or notice of violation and do, therefore, appeal to the Board of Zoning Appeals for one of the following (please check one):

- 1. Review, reversal, or modification of the Zoning Administrator's permit refusal, correction order, or interpretation.
- 2. A variance to Section _____ of the Zoning Ordinance.

Date of previous appeal (if any): _____

Disposition of previous appeal: _____

Application

I hereby apply for one of the following (please check one):

- 1. An interpretation of the regulations of the Zoning Ordinance or the boundaries of the Zoning Map.
- 2. Permission to substitute a more restrictive nonconforming use for an existing one.
- 3. A determination that an unspecified or unclassified use is permitted in a district.
- 4. Other.

Date of previous application (if any): _____

Disposition of previous application: _____

Names and Addresses

Applicant or Appellant: _____

Owner of the site: _____

Architect: _____

Professional Engineer: _____

Description of the Subject Site

Address of premises affected: _____

Lot: _____ Block: _____ Subdivision: _____

Lot size: _____

Metes and Bounds Description (please attach): _____

Zoning district classification: _____

Description of existing operation or use:

Description of the proposed operation or use:

Number of employees: _____

Type of structures: _____

Terms of Zoning Ordinance:

Variance requested:

Reason for petition:

The following required items shall be attached for all appeals and applications:

Plat of Survey prepared by a registered land surveyor showing the location, boundaries, dimensions, elevations, uses, and size of the following: subject site; existing and proposed structures; existing and proposed easements, streets, and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side, and rear yards. In addition, the plat of survey shall show the location, elevation, and use of any abutting lands and their structures within forty (40) feet of the subject site.

Names and Addresses of all abutting and opposite property owners within 300 feet of the area.

Additional Information as may be required by the Plan Commission, Village Engineer, Zoning, Building, Plumbing, or Health Inspectors.

Fee Receipt from the Treasurer in the amount of **\$200.00**.

An appeal of the Plan Commissions permit refusal, correction order, or interpretation shall be accompanied by a statement as to why the Plan Commission's decision is in error. An appeal for a variance shall be accompanied by a statement of facts listing the appellant's special conditions that would cause a literal enforcement of the Zoning Ordinance to result in practical difficulty or unnecessary hardship. An application for a determination of unclassified uses shall be accompanied by a complete description of the process, operation or use, and comparisons with similar uses.

Date: _____ Signed: _____
Owner/Owner's Agent