

Application Information for Appeal of an Administrative or Hearing Officer Decision

When you have to apply by

3:00 p.m. on the

- fifth business day after the Hearing Officer decision date.
- tenth calendar day after the administrative decision date. (If the tenth calendar day is not a business day, apply by 3:00 p.m. on the next business day.)

What you need when you come back (an incomplete application will be refused)

- 1) Application fee (nonrefundable), \$ _____.
- 2) Application page, signed.
- 3) Questionnaire—only if it's an appeal of an administrative decision.
- 4) Optional supporting documents.
- 5) An hour of time.

What happens after you apply

- We make a report to the Board of Zoning Appeals.
- We set a hearing time.
- We send notices that show the hearing date and time to you, anyone on the original application page, and (if it's an appeal of a Hearing Officer decision) owners of nearby property. The notice comes a week before the hearing, and the report comes with it.

What happens during the hearing

If it's an appeal of an administrative decision,

- At the hearing time, the staff says the report.
- You say in your own words why you're appealing.
- The Board of Zoning Appeals might ask questions.
- The original applicant gets to respond.
- The Board of Zoning Appeals might ask for additional public comments, for or against.
- The Board of Zoning Appeals closes the public hearing and discusses your appeal.
- The Board of Zoning Appeals makes a decision. It can be to reverse the original decision, affirm it, affirm it with conditions, or postpone to another date.

If it's an appeal of a Hearing Officer decision,

- At the hearing time, the staff says the report.
- The original applicant repeats in their own words what they want to do.
- The Board of Zoning Appeals might ask the original applicant questions.
- Anyone for or against speaks.
- If there's anyone against, the original applicant gets to respond.
- The Board of Zoning Appeals closes the public hearing and discusses the original application.
- The Board of Zoning Appeals makes a decision. It can be to reverse the original decision, affirm it, affirm it with conditions, or postpone to another date.

Application

Site address: _____

Parcel number(s): _____

Appellant

Name: _____

Address: _____

Phone: _____ Email: _____

Appellant's agent

Name: _____

Address: _____

Phone: _____ Email: _____

Signature of appellant or authorized agent: _____

Staff Use Only

Description: _____

Date the appealed decision was made: _____

Who made the appealed decision? Zoning Administrator Hearing Officer

