

GENERAL INFORMATION:

1. Owner, or authorized agent, must be present at meeting. Absence will result in no action on request.
2. Complete applications must be received by 5:00 p.m. on the submission deadline. See the Meeting Schedule.
3. Submissions must be submitted electronically through the Citizenserve portal. The application fee will be assessed once confirmation of submission materials is made.

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 **online** application.
 - B. Drawings to scale and dimensioned.
 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 including **explanation of hardship**.
 - 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.