APPEAL

ZONING BOARD OF APPEALS PROCESS CHART

TIMELINE

APPLICANT

PROVIDES ZONING ADM. NOTICE OF APPEAL, FEE, & 7 COPIES OF PLAN/SURVEY

30 DAYS PRIOR TO ZBA MEETING



ZONING ADMINISTRATOR

REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES SITE PLAN ON AGENDA OF NEXT ZBA MEETING.

CITY PUBLISHES PUBLIC HEARING NOTICE AND NOTIFIES PROPERTIES WITHIN 300 FT

WITHIN 7 DAYS OF APPLICATION SUBMITTAL



ZBA HOLDS PUBLIC HEARING

ZONING BOARD OF APPEALS REVIEWS CASE

WITHIN 30 DAYS
OF APPLICATION
SUBMITTAL



ZBA DECISION

ZBA DECIDES UPON CASE

DECISIONS SHALL BE PROVIDED TO APPLICANT IN WRITING STATING REASONS, FACTS AND FINDINGS

