

## Regional Board of Zoning Appeals Checklist

Request		
Project Location (street and nearest cross street)		
Tax Map	Group	Parcel

Applicant	Case Number (office use only)
Phone	

Required	Provided	
		A non-refundable application fee of \$25.00 is required. All costs incurred, relative to this appeal case, are to be paid by the applicant.
		Submit a complete application signed by the owner and notarized. If owner is to have a representative, please note on the application.
		Provide copy of deed of property.
		Submit plot plans, site plans, photos or other similar documentation that would describe the nature of the request. Failure to provide adequate info may delay action.
		Legal Notice picked up and taken to newspaper (Staff will prepare notice). Notice also mailed to adjacent (staff will prepare list of adjacent)
		Notice appeared in paper
		Return-receipt cards provided to Planning Staff

The Regional Board of Zoning Appeals meets on the third Monday of each month (only if have business on the agenda). The meeting begins at 6:00 pm and are held at City Hall. The meetings are open to the public.