

**Notice of Appeal – Form 1**  
**Board of Zoning Appeals**

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Date Filed: \_\_\_\_\_ Permit Application No. \_\_\_\_\_ Appeal No. \_\_\_\_\_

**Instructions**

This form must be completed for a hearing on **appeal** from action of a zoning official, application for a **variance** or application for **special exception**. Entries must be printed or typewritten. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent. An accurate, legible plot plan showing property dimensions and locations of structures and improvements must be attached to an application for variance or special exception.

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**THE APPLICANT HEREBY APPEALS [indicate one]:**

- From action of a zoning official as stated on attached Form 2.
- For a variance as stated on attached Form 3.
- For a special exception as stated on attached Form 4.

**APPLICANT(S) [print]** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ [work] \_\_\_\_\_ [home]

Interest: \_\_\_\_\_ Owner(s): \_\_\_\_\_ Adjacent Owner(s); Other: \_\_\_\_\_

OWNER(S) [if other than Applicant(s)]: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ [work] \_\_\_\_\_ [home]

[Use reverse side if more space is needed.]

**PROPERTY ADDRESS:**

Tax Map No. \_\_\_\_\_ Subdivision \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_ Area (Square Footage): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Other: \_\_\_\_\_

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**DESIGNATION OF AGENT** [complete only if owner is not applicant]: I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner signature(s)

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I (we) certify that the information in this application and the attached Form 2, 3 or 4 is correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant signature(s)

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**Special Exception Application – Form 4**  
**Board of Zoning Appeals**

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Date Filed: \_\_\_\_\_ Permit Application No. \_\_\_\_\_ Appeal No. \_\_\_\_\_

1. Applicant hereby appeals to the board of zoning appeals for a special exception for use of the property described in the Notice of Appeals [form 1] as: \_\_\_\_\_

\_\_\_\_\_

which is a permitted special exception under the district regulation in Section \_\_\_\_\_ of the zoning ordinance.

2. Applicant will meet the standards in Section \_\_\_\_\_ of the zoning ordinance which are applicable to the proposed special exception in the following manner:

\_\_\_\_\_  
\_\_\_\_\_

3. Applicant suggests that the following conditions be imposed to meet the standards in the zoning ordinance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. The following documents are submitted in support of this application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**[A plot plan must be submitted.]**

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant signature