



CHECKLIST FOR BOARD OF ADJUSTMENT APPEAL APPLICATIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete appeal application and that you fill out the application form completely.

Applications must be in the Development Review Office no later than deadline day (see Processing Time Schedule). Applications received after the deadline will be processed for the following Board of Adjustment meeting. This application must be complete or it will be returned to the applicant and will not be placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Board of Adjustment.

APPLICATION FORM:	
	Have you listed the name and title of the Administrative Official who made the decision you are appealing? Have you listed the date of that decision? You have 30 days from the date of that decision to file an appeal with the Development Review Office.
	Have you included the legal description of the land involved in the appeal? You may attach the description on a separate sheet.
	Have you listed the address of the property?
	Have you explained why you believe the administrative official made an error in his/her decision? The applicant shall bear the burden of producing evidence establishing the grounds of the appeal. If you need additional space, you may use additional pages.
	Have you listed the name, address and telephone and fax numbers of the applicant?
	Has the applicant signed the application form? If the applicant is a corporation, have you put the corporate seal on the application?
FEES:	
	Have you included the application processing fee of \$949.00 and the recording fee of \$27.00? If your appeal request is granted, the fees will be refunded.

Development Review Office
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