[Insert Office or Department Name]

[Insert Planning Administrator Name]

[Insert Address]

[Insert Contact Phone Number]

[Insert Contact Fax Number]

[Insert Email Address]

[Insert Web Site]

[Insert Jurisdiction Logo]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BOARD OF ADJUSTMENT APPLICATION FOR**  **APPEAL OF ADMINISTRATIVE DECISION**  **(Pre-Application Conference Not Applicable)** | | | | | | | | | | | | | | | | |
| **ADMINISTRATIVE SUMMARY (Staff Use Only)** | | | | | | | | | | | | | | | | |
| **Application #** | |  | **Date Submitted** | | |  | **Fee Required** | | | |  | | | **Fee Paid** | |  |
| **Denial Date** | |  | | | | | **Assigned Case Manager** | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | |
| **APPELLANT/CONTACT INFORMATION** | | | | | | | | | | | | | | | | |
| **APPELLANT INFORMATION** | | | | | | | | **CONTACT INFORMATION (Same as Appellant?** **)** | | | | | | | | |
| **Appellant Name** | |  | | | | | | **Contact Name** | | |  | | | | | |
| **Address** | |  | | | | | | **Address** | | |  | | | | | |
| **City, State, Zip** | |  | | | | | | **City, State, Zip** | | |  | | | | | |
| **Telephone** | |  | | | | | | **Telephone** | | |  | | | | | |
| **Fax** | |  | | | | | | **Fax** | | |  | | | | | |
| **Email** | |  | | | | | | **Email** | | |  | | | | | |
|  | | | | | | | | | | | | | | | | |
| **OWNERSHIP INFORMATION** | | | | | | | | | | | | | | | | |
| **PROPERTY OWNER 1 INFORMATION (Same as Applicant? )** | | | | | | | | **PROPERTY OWNER 2 INFORMATION (If Needed)** | | | | | | | | |
| **Owner’s Name** | |  | | | | | | **Owner’s Name** | | |  | | | | | |
| **Address** | |  | | | | | | **Address** | | |  | | | | | |
| **City, State, Zip** | |  | | | | | | **City, State, Zip** | | |  | | | | | |
| **Telephone** | |  | | | | | | **Telephone** | | |  | | | | | |
| **Fax** | |  | | | | | | **Fax** | | |  | | | | | |
| **Email** | |  | | | | | | **Email** | | |  | | | | | |
|  | | | | | | | | | | | | | | | | |
| **APPEAL SUMMARY** | | | | | | | | | | | | | | | | |
| **Subject Property Location [Please Include Address and Assessor’s Identification Number(s)]** | | | | | | | | | | | | | | | | |
| **Parcel 1** | | | | **Parcel 2** | | | | | | | | **Parcel 3** | | | | |
|  | | | |  | | | | | | | |  | | | | |
| **Legal Description of Subject Property** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Describe the original request and the Administrators determination and reasoning** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Applicant Statement – Specify the basis for your request for appeal. (attach statement if necessary)** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Designated Future Land Use Category** | | | | | **Current Use of Property** | | | | | | | | **Proposed Use of Property (if different)** | | | |
|  | | | | |  | | | | | | | |  | | | |
| **Current Regional Growth Sector** | | | | | **Current Context Area** | | | | | | | | **Current Zone District** | | | |
|  | | | | |  | | | | | | | |  | | | |
| **Current Building Type(s)** | | | | | | | **Anticipated Building Type (s)** | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| **Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Current Zoning Surrounding Subject Property** | | | | | | | | | | | | | | | | |
| **North:** |  | | | | | | **South:** | | |  | | | | | | |
| **East:** |  | | | | | | **West:** | | |  | | | | | | |
| **Current Land Use Surrounding Subject Property** | | | | | | | | | | | | | | | | |
| **North:** |  | | | | | | **South:** | | |  | | | | | | |
| **East:** |  | | | | | | **West:** | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **EXHIBITS** | | | | | | | | | | | | | | | | |
| **Copy of the Administrator’s determination upon which the appeal is based** | | | | | | | | |  | **Additional Exhibits If Any:** | | | | | | |
| **Written statement describing the reason for the appeal and information and other exhibits justifying why appellant believes the determination was incorrect.** | | | | | | | | |  |  | | | | | | |
| **Site Plan** | | | | | | | | |  |  | | | | | | |
| **Development plan** | | | | | | | | |  |  | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **CERTIFICATION AND SIGNATURE**  By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date. | | | | | | | | | | | | | | | | |
| **Signature of Applicant** | | | | | | **Date** | **Signature of Property Owner’s (If not the Applicant)** | | | | | | | | **Date** | |
|  | | | | | |  |  | | | | | | | |  | |