[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** |
|  |       |  |       |