

## **BOARD OF ZONING APPEAL PERMIT PROCESS**

BEFORE PROCEEDING WITH THE PROCESS MAKE SURE YOU HAVE SCANNED ALL THE DOCUMENTS YOU NEED TO ATTACH. THE FOLLOWING IS A LIST OF DOCUMENTS THAT ARE REQUIRED OR APPLICABLE TO YOUR SUBMISSION:

- \*Floor Plans
- \*Certified Plot Plans
- \*Elevations
- \*Photographs of Property
- \*Parking Plans (if relevant)

IF SUBDIVISION ALSO INCLUDE:

- \*Proposed Deeds
- \*Evidence of Separate Utilities
- \*Proposed Sub-Division Plan

All fields must be fully and correctly completed (not only required fields). If not complete, hearing scheduling will be delayed.

Please be aware that the initial online process constitutes a pre-application only. A formal application occurs only once the initial pre-review has been completed and a response is made to an email that will provide instructions for online payment and the submission of additional documents that include:

- \* One (1) hard copy of all scanned documents
- \* One (1) "notorized" original ownership form (see Building/Zoning Link above).
- \* Three (3) copies of the application that will be created electronically from the information provided online and will be delivered as an email attachment. Each copy must have original signatures.

Once payment has been made and all required documents have been submitted to the Secretary of the Board of Zoning Appeals, the entire submission will constitute a formal application; a hearing date will be determined; and your application will be stamped with the City Clerk's office.

A more detailed description of the procedure can be found on the Building/Zoning info drop-down above.