



Appeals to Zoning Interpretations Procedure

1. Zoning Board of Appeals meetings are held on the first Wednesday of the month at 7:00 PM at City Hall, 12 Albion Street. Prior to submitting the final application, it is recommended that the applicant submit 2 draft copies of the application for review by the Zoning Administrator 10 days before the application deadline.

An application must be accompanied by the following:

- \$160 application fee
 - A written description of the part of the Zoning Ordinance for which the interpretation is requested and the questions the applicant has about the ordinance.
 - A written and signed statement indicating why the applicant feels the appeal is justified.
 - The complete application
2. Upon receiving a complete application, the City Clerk will notify the neighbors within 250 feet of the proposed variance. The Clerk will also publish a notice in the paper describing the appeal.
 3. It is strongly suggested that the applicant attend the meeting. An attorney or agent may appear on his/her behalf. If the applicant cannot attend the meeting, the representative must be fully informed and able to answer questions pertaining to the proposal.
 4. The Board of Appeals shall make its determination on the application within 60 days of the public hearing, unless an extension is granted by the Board. The Board may make its determination the night of the public hearing.

If you have any questions, feel free to contact the City Garage at 884-4811 or City Hall at 884-3341.

(3) Written justification for the appeal.

Verification by applicant: I, _____, owner for which relief is sought, certify that the application and the above information are truthful and accurate to the best of my ability.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Consideration for Approval: Granted _____ Denied _____
_____ Date _____
Chairman, City of Edgerton Zoning Board of Appeals

Revised date 10-2003