

ZONING APPEAL

ZONING BOARD OF APPEALS PROCESS CHART

TIMELINE

Timeline is a guide and is subject to change

1 **APPLICANT**
PROVIDES CITY CLERK NOTICE OF APPEAL, FEE & 9 COPIES OF PLAN/SURVEY

30 DAYS PRIOR TO ZBA MEETING



2 **ZONING ADMINISTRATOR**
REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES APPEAL ON AGENDA OF AN UPCOMING ZBA MEETING.
CITY PUBLISHES PUBLIC HEARING NOTICE AND NOTIFIES PROPERTY WITHIN 300 FEET

WITHIN 7 DAYS OF APPLICATION SUBMITTAL



3 **ZBA HOLDS PUBLIC HEARING**
ZONING BOARD OF APPEALS HEARS CASES.
REVIEWS STANDARDS IN ARTICLE 22

WITHIN 30 DAYS OF APPLICATION SUBMITTAL



4 **ZBA DECISION**
ZBA DECIDES UPON CASE
DECISIONS SHALL BE PROVIDED TO APPLICANT IN WRITING STATING REASONS, FACTS AND FINDINGS.

This flowchart provides an overview of the appeals process, for complete details please see Zoning Ordinance Article 22.
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