

VARIANCE AND APPEALS PROCEDURE

APPLICATIONS AND PROCEDURES

- A. Application.
1. An application, in cases in which the Board has original jurisdiction under the provisions of this Resolution, including but not limited to applications for variances and for conditional zoning certificates, may be taken by any property owner, including a tenant (provided that the tenant is authorized by the owner to make application), or by governmental officer, department, board or bureau.
 2. All appeals and applications made to the Board shall be in writing and on the forms prescribed therefore. Every appeal or application shall refer to the specified provision of the resolution involved, and shall exactly set forth the interpretation that is claimed, the details of the variance that is applied for and the grounds on which it is claimed that the variance should be granted, as the case may be. Every application shall include a complete site plan as required by the Board.
 3. The application shall be filed with the Zoning Administrator who shall transmit the same to the Board.
 4. Review for Application Completeness. The Zoning Administrator shall review each application to determine if all information required by this Resolution has been submitted. Within five (5) days of receipt of the application, the Zoning Administrator shall inform the applicant if the application is complete. A complete application includes all items listed in **Section 902A**. Applications must be complete in order to be submitted to the Board of Zoning Appeals.
- B. Re-Application. No appeal or application which has been denied wholly or in part by the Board of Zoning Appeals shall be resubmitted until the expiration of one (1) year or more from the date of denial, except on grounds of newly discovered evidence or proof of changed conditions which would be sufficient to justify reconsideration as determined by the Board of Zoning Appeals. At the expiration of one (1) year from the date of the original application each re-application shall be accompanied by the required fee.

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- A. Application.
1. An application for a Conditional Zoning Certificate shall be submitted to the Zoning Administrator on a special form for that purpose. The Administrator shall transmit the application to the Board of Zoning Appeals.
 1. An application may be submitted by a tenant with written permission of the property owner.
 3. Data Required with Application. A complete application shall include:
 - a. An appeals application which contains a complete description of the uses proposed, including hours of operation, and locations of uses upon the site.