



# BOARD OF ZONING APPEALS (BOZA)

**☞ If you need assistance, contact the Department of Community Development at 477-7500**

\_\_\_\_ Board of Zoning Appeal

\$150.00

**Office Use Only**

Fee Paid:

\$

Date Paid:

Case No.:

Meeting Date:

**ALL FIELDS HIGHLIGHTED IN RED ARE REQUIRED FIELDS**

**PROPERTY DESCRIPTION**

Location/Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Size of Property (*in square feet or acres*): \_\_\_\_\_

Property Tax ID Number: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Is this property subject to rezoning?      Yes      No

Present Use of Property: \_\_\_\_\_

List improvements on the property: \_\_\_\_\_

**APPEAL**

Applicable UDC section(s) being appealed: \_\_\_\_\_

Reason for appeal: \_\_\_\_\_

**APPLICANT INFORMATION**

*Note: If applicant is anyone other than the fee simple owner, signature of the fee simple owner designating the applicant as the authorized agent for all matters concerning this request, must be submitted in writing with this application.*

**Owner of Record:**

**Agent/Contact Person:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST/ZIP \_\_\_\_\_

City \_\_\_\_\_ ST/ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

E-Mail \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## FILING NOTICE OF APPEAL TO THE BOARD OF ZONING APPEALS

When you disagree with any action taken by the Director of Community Development, Building Official or other public official administering the Unified Development Code, you may appeal that action by submitting the following:

- Completed Notice of Appeal form;
- Letter to the Board of Zoning Appeals that describes what you are appealing and why you feel your position is justified;
- Any information that the Unified Development Code specifically requires the Board to evaluate in making their decision;
- Any additional information which will clarify the appeal and help support the applicant's position.
- A PDF file shown as 24 x 36 pages to include all plans, maps, drawings and any ancillary information shall be provided with sufficient information included as to allow for an appropriate review by the City.  
***All pages must be as one document,***
- Processing & Review fee (non-refundable): \$150.00

Upon the City's receipt of complete information and the filing fee, your appeal request will be placed on the agenda for the next available meeting date.

## APPEAL PROCESS

1. Within 30 days of the action that is being appealed, the written Notice of Appeal (see above) must be filed with the Board of Zoning Appeals and with the officer from whom the appeal is taken.
2. Upon receipt of the Notice of Appeal, the City will place the item on the next available Board meeting agenda. At least 20 days prior to the hearing, the City will publish public notice of the appeal in the official City newspaper. A copy of the notice will be sent to each party to the appeal and to the Board of Zoning Appeals.
3. The Staff will review all submitted information and will write a report with a recommendation to the Board, which will be sent to the Applicant and the Board during the week before the meeting.
4. At the meeting, both the applicant and planning staff will make presentations to the Board.
5. The meeting will then be opened to a public hearing to allow comments from the public.
6. The Board will discuss all of the information presented and take action on the appeal. The Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination and may attach appropriate conditions and may issue or direct the issuance of a permit.
7. If you are dissatisfied with the Board's decision and wish to appeal it, you must file the appeal with the Johnson County District Court within 30 days of the Board's final decision.