

## **INSTRUCTIONS FOR FILING FOR BOARD OF APPEALS HEARING**

**ZONING BOARD OF APPEALS HEARINGS** are held as needed at the Village Hall. Due to the notice requirements it is normally at least 2 weeks after a complete application is filed before the ZBA can meet.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant. Said written approval **must be notarized** and left on file with the Village.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Application to the Zoning Board of Appeals on reverse side of this sheet.
2. Proof of ownership of the property – DEED
3. Site plan with all the required information noted on it (see attached sample)
  - Sketch of lot drawn to scale
  - North arrow in relation to lot and structure
  - Size of lot, if lot is irregular indicate measurements of all property lines
  - Size of all proposed buildings, indicate on drawing they are proposed
  - Size of all existing buildings, indicate on drawing they are existing
  - Setback distances from **ALL** property lines to the proposed building
  - Location of well, septic tank, disposal field, sanitary sewer line, any easements, and the distance they are from the proposed building
  - Names and locations of all roads, lakes, streams, railroads, etc. that abut the property
  - Directions (if possible draw plan with north at the top of the sheet)
4. Elevations of any proposed construction.
5. A zoning permit application that has been denied by the Zoning Administrator when the application involves a building.
6. A list of the variances being requested.
7. Application fee for regular meeting. Meeting fee does not apply toward building permit fees.
8. **Notarized Letter of Representation from Deed Holder required if different from applicant.**