

Board of Zoning Appeals meetings are held every 2nd and 4th Tuesday of the month at 3:30 p.m. in the council chambers on the second floor.

COMPLETED APPLICATIONS ARE DUE TWO (2) WEEKS PRIOR TO MEETING. Applicant(s) will be notified if your application is scheduled on the agenda.

Office Use only

Date Filed _____
 Accepted by _____
 Filing Fee Pd. _____
 Receipt # _____
 Date of Meeting _____

APPLICATION FOR APPEAL
CITY OF TROY BOARD OF ZONING APPEALS
 (MUST BE TYPED OR PRINTED LEGIBLY IN BLACK INK)

 (Street Address)

 in a _____

(Parcel Identification Number)

(Zoning District)

OWNER

APPLICANT

Name _____
 Address _____
 City _____
 State _____
 Zip Code _____
 Phone No. _____
 Fax No. _____
 Email _____

Name _____
 Address _____
 City _____
 State _____
 Zip Code _____
 Phone No. _____
 Fax No. _____
 Email _____

The applicant is the _____ of the property, which is subject to this application.
 (State the interest of the applicant)

(OFFICE USE ONLY)	PLEASE PROVIDE THE FOLLOWING REQUIRED DOCUMENTS:
EXHIBIT A	1. Denied Zoning Permit Application: Application submitted by the applicant for a Zoning Certificate which was denied by the Zoning Administrator. Attach as EXHIBIT "A"
EXHIBIT B	2. Letter of Order or decision by the Zoning Administrator. Attach as EXHIBIT "B"
EXHIBIT C	3. Site Plan: Actual dimensions of subject property according to recorded plat of such property. Also include the present zoning district, use, height, location and ground area of all existing and proposed buildings, off-street parking, vehicular entrances and exits, signs, landscaping, and any other uses appropriate for said application. Attach as EXHIBIT "C"
EXHIBIT D	4. Property Owner List: Identify the city lot number for each property, the property owner's name, property address, and the <i>property owner's address</i> (this may be different from property address – check with the County Auditor tax list) of all contiguous properties beginning with the subject property (SEE EXAMPLE). NOTE: THE PROPERTY OWNER'S LIST AND MAP CAN BE OBTAINED FROM THE COUNTY PROPERTY TAX RECORDS (TAX MAPS). Attach as EXHIBIT "D"
EXHIBIT E	5. Property Owner Map: Identify on a map (using a scale of one (1) inch = 100 feet) the owners of property abutting the applicant's property, and owners of property directly across any street or alley, as they shall appear on the notice of appeal. Attach as EXHIBIT "E"
Copies	6. One (1) complete application sets (Exhibits A-E) in a reproducible format no larger than 11"x17"
Labels	7. One (1) set of mailing labels of the "property owners address"
Map(s)	8. One (1) copy of county tax map(s)
Filing Fee	9. Check issued to City of Troy for \$200.00

I HEREBY DEPOSE AND SAY THAT THE ABOVE STATEMENTS AND THE STATEMENTS CONTAINED IN ALL THE EXHIBITS PREPARED BY ME AND TRANSMITTED HERewith ARE TRUE.

(Applicant Signature)

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires _____
(Month/Date/Year)

(Notary Public)

(Office Use Only - Do Not Write Below This Line)

DISPOSITION OF BOARD OF ZONING APPEALS:	
_____	PUBLIC HEARING DATE
_____	DATE OF DECISION
Approved: _____ Denied: _____	DECISION OF THE BOARD
_____	AMENDED / CONDITIONS ATTACHED

Revised 12/20/17