



*We're going outside.*

## City of Jefferson Procedural Checklist for Appeals of Zoning Interpretations Requirements per Section 300.10.52

This form is designed to be used by the Applicant as a guide to submitting a complete application for appeals of zoning interpretations and by the City to process the application.

Name, company, and client (if applicable): \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Property address for appeal: \_\_\_\_\_

### I Application Packet Requirements

The Applicant shall submit 1 electronic pdf and 3 paper copies (11 x 17) of the application.

- A copy of pertinent items in the file on the matter at hand as identified by the Zoning Administrator and/or the applicant.
- A written statement from the applicant indicating the reasons why an appeal is justified. This statement shall be dated and signed by the applicant.

### II Process Checklist

- |   |             |
|---|-------------|
| <input type="checkbox"/> Staff-Applicant meeting (if applicable)                                      | Date: _____ |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator               | Date: _____ |
| <input type="checkbox"/> Review of application by Zoning Administrator                                | Date: _____ |
| <input type="checkbox"/> Application fee of \$100 payable to the City of Jefferson                    | Date: _____ |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed.           | Date: _____ |
| <input type="checkbox"/> Zoning Board of Appeals Public Hearing                                       | Date: _____ |
| <input type="checkbox"/> Review and action by Zoning Board of Appeals (within 60 days of application) | Date: _____ |