



APPLICATION FOR ADMINISTRATIVE APPEAL

(Pre-Application Conference Optional)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager			

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

APPEAL SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
Proposed Use of Property		Current Zoning District(s)
Ordinance Provision(s) from which the appeal is requested, if applicable.		

TYPE OF APPEAL REQUESTED

Zoning District Boundary Dispute	Ordinance Interpretation Dispute	Administrative Decision/Measurement/Order in Dispute

Describe the rationale and reasoning for the appeal. Attach any additional information necessary for the appeal.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS, if applicable.

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any:
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)	<input type="checkbox"/>	
Photos of property, building, etc.	<input type="checkbox"/>	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date

Plan Commission and Board of Zoning Appeals Fees	
Annexation	
Annexation (includes permanent zoning)	\$300.00 plus \$10.00/acre (maximum of \$500.00)
Conditional Use	
Conditional use permit	\$300.00 plus \$10.00/acre (maximum of \$500.00)
Conditional use permit amendment	\$250.00
Land Division	
Certified survey map	\$50.00 plus \$10.00/lot
Subdivision preliminary plat	\$300.00 plus \$10.00/lot
Subdivision final plat	\$50.00
Ordinance Amendments	
Ordinance amendments	\$300.00
Comprehensive plan amendments	\$350.00
Planned Development District/Planned Unit Development	
Planned development district	\$300.00 plus \$10.00/acre (maximum of \$500.00)
Planned development district amendment	\$300.00
Rezoning	
District change (not PDD/PUD)	\$300.00 plus \$10.00/acre (maximum of \$500.00)
Right-of-Way Vacations	
Alley or Street	\$350.00
Signs	
Variance	\$200.00
Site, Building, and Landscape Review	
Major (plan commission review)	\$250.00
Variance (Board of Zoning Appeals)	
Administrative appeal (fee refunded if overturned)	\$150.00
Variance	\$300.00
Miscellaneous	
Park fees	
Single family	\$300.00/dwelling unit
Duplex	\$250.00/dwelling unit or \$500.00/duplex
Recreational Impact Fee	
Multiple family	\$200.00/unit
Mobile home	\$200.00/mobile home lot
Zoning verification letters	\$100.00 per parcel
Unspecified planning or zoning action (not requiring legal publication)	\$150.00
Unspecified planning or zoning action (requiring legal publication)	\$300.00
Miscellaneous Departmental Fees	
Copying costs - (black and white 8.5"x11")	\$0.25/page
Copying costs - (black and white 8.5"x14")	\$0.50/page
Copying costs - (black and white 11"x17")	\$0.50/page
Copying costs - CD	\$5.00
Copying costs - DVD	\$10.00
Copying costs - (color 8.5"x11")	\$0.50/page
Copying costs - (color 8.5"x14")	\$1.00/page
Copying costs - (color 11"x17")	\$1.00/page
Copying costs - large scale maps	Costs vary, will be based on actual reproduction cost
Mail/Postage	Costs vary, will be based on actual postage cost
Search fee	Actual amount based on salary/wages of person required to do search, when such search cost is over \$50.00.