

ZONING

205 Attachment 4

APPENDIX D

APPEAL OR APPLICATION TO THE BOARD OF ZONING APPEALS
[Amended 5-2-2017]

Instructions

Appeals and applications shall be filed with the Village Administrator. The Village Administrator shall refuse appeals or applications that are not complete or are not legible.

Appeals

I hereby acknowledge receipt of written notification of the Building Inspector's or other administrative official's permit refusal, notice of violation or decision and do, therefore, appeal to the Board of Zoning Appeals for one of the following (check one):

1. _____ Review, Reversal, or Modification of the Building Inspector's or other administrative official's permit refusal, correction order, or interpretation.
2. _____ A Variance to § _____ of the Zoning Ordinance.
3. _____ Permission to substitute a more restrictive nonconforming use for an existing one.
4. _____ Determination of the precise delineation of a floodplain district.
5. _____ Determination of the precise delineation of a conservancy district.

Date of previous appeal (if any): _____

Disposition of previous appeal: _____

Names and Addresses

Applicant or Appellant: _____

Owner of the Site: _____

Architect: _____

Professional Engineer: _____

Contractor: _____

SAUKVILLE CODE

Description of the Subject Site

Address of premises affected: _____

Lot: _____ Block: _____ Subdivision: _____

Lot size: _____

Metes and bounds description (please attach): _____

Zoning District classification: _____

Description of existing operation or use: _____

Description of the proposed operation or use: _____

Number of employees: _____

Type of structures: _____

Terms of Zoning Ordinance: _____

Variance requested: _____

Reason for petition: _____

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Attachments: The following required items shall be attached for all appeals and applications:

- Plat of Survey prepared by a registered land surveyor showing the location, boundaries, dimensions, elevations, uses, and size of the following: subject site, existing and proposed structures, existing and proposed easements, streets and other public ways, off-street parking, loading areas and driveways, existing highway access restrictions, existing and proposed street, side and rear yards. In addition, the plat of survey shall show the location, elevation, and use of any abutting lands and their structures within 40 feet of the subject site.
- Names and Addresses of all abutting and opposite property owners within **250 feet** of the area. Attach separate sheet if necessary.

- Additional Information as may be required by the Plan Commission, Village Engineer, or Building, Plumbing, Electrical, or Health Inspectors.
- **Fee Receipt from the Treasurer in the amount of \$400.00.**

An appeal of the Building Inspector's or other administrative official's permit refusal, correction order, or interpretation shall be accompanied by a statement as to why the Building Inspector's or other administrative official's decision is in error. An appeal for a variance shall be accompanied by a statement of facts listing the appellant's special conditions that would cause a literal enforcement of the Zoning Ordinance to result in practical difficulty or unnecessary hardship.

Date: _____

Signed _____
(Owner/Owner's Agent)