

**NOTICE OF APPEAL
TO THE
CONSTRUCTION BOARD OF APPEALS**

1. **Date of Application:** _____

2. **Applicant:**
 - A. Name: _____ Owner Contractor
 - B. Address: _____
 - C. City/State/Zip Code: _____
 - D. Telephone: _____

3. **Description of Affected Property:**
 - A. Legal Description:
Lot _____ , Block _____ , Subdivision _____
(If the above information is not available, attach metes and bounds description.)
 - B. Locally known as: _____
 - C. Zoning District: _____
 - D. Occupancy Classification: _____

4. **Appeal:** I/We hereby request that the interpretation of the Building Official be reversed or modified or, in the alternative, for a variance from the application of the Code.

5. **Grounds for Appeal/Variance:**
I/We hereby claim that **(check all that apply)** :
 - _____ A. The Building Official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.
 - _____ B. The provisions of the Codes do not apply to this specific use.
 - _____ C. An equally good or more desirable form of installation can be employed in any specific case.
 - _____ D. The true intent and meaning of the Code or any of the regulations have been misconstrued or incorrectly interpreted.
 - _____ E. A variance of this Code should be granted.

7. Fees:

A fee of Two Hundred and Seventy Five (\$275.00) Dollars shall accompany this Notice of Appeal.

8. Request meeting date:

___ Regularly scheduled meeting, 3rd Tuesday.

___ Within twenty (20) days of receipt of appeal.

NOTE: AN APPLICATION FOR APPEAL SHALL BE BASED ON A CLAIM THAT THE TRUE INTENT OF THE CODE OR THE RULES LEGALLY ADOPTED HAVE BEEN INCORRECTLY INTERPRETED, THE PROVISIONS OF THIS CODE DO NOT FULLY APPLY, OR AN EQUALLY GOOD OR BETTER FORM OF CONSTRUCTION IS PROPOSED.

A DECISION OF THE BOARD OF APPEALS TO VARY THE APPLICATION OF ANY PROVISION OF THIS CODE OR TO MODIFY AN ORDER OF THE BUILDING OFFICIAL SHALL SPECIFY IN WHAT MANNER SUCH VARIATION OR MODIFICATION IS MADE AND THE REASONS THEREFOR. THE BOARD OF APPEALS SHALL HAVE NO AUTHORITY TO WAIVE THE REQUIREMENTS OF THE CODE.

9. Acknowledgement:

I have checked the above information and certify that it is complete and correct. I accept responsibility for any errors or omissions on this form even if such errors or omissions result in postponement or invalidation of the appeals procedure.

Signature of Applicant

Date

DISPOSITION

The Board of Appeals having met on _____ and has considered the following decision of the Building Official:

We find that:

_____ The decision of the Building Official shall stand as presented.

_____ The decision of the Building Official shall be reversed or modified in the following respect:

_____ A variance of the application of the provisions of this Code shall be allowed under the following conditions:

The reason(s) for our decision are:

SIGNATURE:

Chairman

Date

FOR DEPARTMENT USE ONLY:

Hearing Date: _____

Agenda Prepared/Posted: _____

Applicant Notified of Meeting: _____

Board Members Notified: _____

Packets Prepared: _____

Applicant Notified of Decision: _____

Minutes Prepared: _____

