

APPLICATION FOR APPEAL TO THE BOARD OF ADJUSTMENTS



Dear Applicant,

Before appealing to the Zoning Board of Adjustment (referred to as the "Board"), it's essential to thoroughly research and understand our zoning ordinances. It's vital to have a complete understanding of the regulations before appearing before the Board to request relief from the city's zoning ordinances.

The Board hears appeals on zoning decisions, considers special exceptions, grants variances under specific conditions, and addresses other delegated matters by the City Council. An interpretation, special exception, and variance are distinct concepts handled by a Board of Adjustment:

- **Interpretation:** An interpretation involves clarifying how the zoning ordinance applies to a specific situation or property.
- **Special Exception:** A special exception permits a land use that is not typically allowed under the zoning ordinance, subject to certain conditions.
- **Variance:** A variance provides relief from the strict application of the zoning ordinance due to unique circumstances of the property that create practical difficulties or hardships.

The Board operates like a quasi-judicial body, conducting hearings impartially. Applicants must request a hearing through the City Secretary, filling out the required forms. Hearings are recorded, and applicants can present evidence and testimony. The decision to reverse a city official's ruling or grant a variance requires a four-member majority vote.

All relevant documents should be filed with the City Secretary prior to the hearing, ensuring the Board is well-informed. Lobbying or contacting Board members before the hearing is improper.

To schedule a hearing, applicants must file an application with the City Secretary and pay the appropriate fees. Your cooperation in this process is greatly appreciated.

Sincerely,

Hilshire Village Zoning Board of Adjustment

APPLICATION FOR APPEAL TO THE BOARD OF ADJUSTMENTS

Submit this completed application to the City Secretary with:

- the application filing fee of \$25.00.
- electronic copy of the real estate plan showing the affected location, current and proposed improvements, and any other information pertinent to your appeal

Property Information

Address			
Zoning District		Lot Size	

✓ **Current Use**

<input type="checkbox"/>	Residential – Homestead
<input type="checkbox"/>	Residential – Rental / Non-Homestead
<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Specific Use Permit

✓ **Proposed Use**

<input type="checkbox"/>	Residential – Homestead
<input type="checkbox"/>	Residential – Rental / Non-Homestead
<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Specific Use Permit

Applicant Information

Applicant Name(s) _____ Telephone # _____
 _____ Telephone # _____

Applicant’s Current Mailing Address: _____

Interest in Property (owner, agent, lessee): _____

Appeal Information

✓ **Request Type**

Reference

<input type="checkbox"/>	Interpretation	Rejected by city official date: _____
<input type="checkbox"/>	Special Exception	Ordinance Section _____
<input type="checkbox"/>	Variance	Ordinance Section _____

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City to Complete:

Appeal #			
Date Filed		Application Fee Paid	
Date Hearing Advertised		Newspaper Notice Fee Paid	
Date Notice Mailed		Postage Fee Paid	
Date of Hearing			

	Yes	No
Has there been any previous application for this property?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what were the outcomes?		

Attachment: Names and addresses of property owners within a 200-foot distance from the exterior limits (North, South, East, and West), including map with drawn limits.

✓	Results	Comments
	Approved	
	Disapproved	
	Deferred	