

APPEAL OF ADMINISTRATIVE DECISION PROCEDURAL GUIDELINE

(The BZA meets the third Wednesday of each month)

A. SUMBIT APPLICATION FOR APPEAL:

1. The application must be submitted within thirty (30) days of the decision/interpretation that is the subject of the appeal.
2. Once administrator determines the application is complete and in proper form, they shall assign and file number, create a public file, and assign a date for public hearing.
3. Public notice is not required by applicant for appeals.

B. ATTEND BZA MEETING:

1. The BZA shall consider the appeal at a public meeting. Applicant shall be in attendance to present their appeal and address any questions or concerns of the BZA.

C. FINAL DECISION BY BZA.

1. The BZA may affirm, reverse, or modify the order, requirement, decision, or determination. The BZA may also add conditions.
2. This decision may be appealed to the Circuit or Superior Court of the applicable jurisdiction.

APPEAL OF BZA DECISION CHECKLIST

- ☐ Submit Completed BZA Decision Appeal application. For application to be considered complete, the following must be included:
 - ☐ Signed and completed application.
 - ☐ Letter of Intent stating reason for the appeal.
 - ☐ Legal description of property.
 - ☐ Plot plan showing specific location involved in appeal.
 - ☐ Check for \$200 filing fee

- ☐ Attend BZA public meeting on the specified date at Danville Town Hall

Danville Town Hall
49 North Wayne Street
Danville, IN 46122
745-4180 ext. 1101



Date of Hearing: _____ App No. _____ Fee: _____
BZA Action: _____ Received by: _____

APPLICATION FOR APPROVAL (Check all that apply)

☐ Appeal ☐ Special Exception ☐ Use Variance ☐ Development Standard Variance

*** Please fill out the form in its entirety**

Applicant (s) _____

Address (s) _____

Phone (s) _____ Email (s) _____

Owners (s) _____

Address (s) _____

Phone (s) _____ Email (s) _____

Owners' Representative (Subdivider, if any) and /or Registered Engineer or Land Surveyor: _____

Address (s) _____

Phone (s) _____ Email (s) _____

Address of Subject Property: _____

Area (in acres): _____ Number of Lots: _____

Parcel ID#: _____ Current Zoning District: _____

Requested Action From The Danville BZA: _____

The undersigned certifies that the above information is true and correct to the best of his (her) knowledge.

Signature of Owner/Applicant (s)

Title of Applicant (s)