

BZA Requirements

The following attachments must be part of all applications to the Board of Zoning Adjustment.

- Current legal plat, if available.
- Site plan showing all improvements. This plan shall be drawn in sufficient detail to fully illustrate all existing and proposed improvements.

Minimum scale: 1"=10' or 1/8"=1'. The site plan must include:

- Buildings (Existing & Proposed)
 - Set-backs
 - Fences
 - Landscaped areas, with proposed types of landscaping
 - Signs
 - Buffer areas
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- Area map showing buildings, streets, schools, churches, etc., within 300 feet of four corners of property. (Planning Department will provide the base map.)
 - Photographs of property.
 - Letters of no objection from adjacent property owners, usually within 100 feet of property.
 - Power of Attorney by property owner. This is not required if owner signs the application and personally appears before the Board.

All information must be filed with the Secretary of the Board of Zoning Adjustments on or prior to the cut-off date of the next regularly scheduled meeting.