



# Charlotte Planning & Zoning

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## Appeal of Zoning Administrator Questionnaire

Use for all appeals of the Zoning Administrator's decision or act **Requiring** Zoning Board Approval

Property Owner: \_\_\_\_\_ Project Location: \_\_\_\_\_ Permit #: \_\_\_\_\_

In accordance with the Act [§4465], an interested person may appeal a decision or act of the Zoning Administrator within 15 days of the date of the decision or act by filing a notice of appeal with the Secretary of the Board of Adjustment, or the Town Clerk if no Secretary has been elected, and by filing a copy of the notice with the Zoning Administrator.

(1) Notice of Appeal. In accordance with the Act [§4466], the notice of appeal shall be in writing and include the following information:

(a) Decision or Act taken by Zoning Administrator being appealed: \_\_\_\_\_  
\_\_\_\_\_

(b) the name and address of the appellant: \_\_\_\_\_

(c) a brief description of the property: \_\_\_\_\_

(d) a reference to applicable provisions of these regulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(e) the relief requested by the appellant, including any request for a variance from one or more provisions of these regulations [see Section 9.7]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) the alleged grounds why such relief is believed proper under the circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) The Board of Adjustment shall conduct a hearing of an appeal within sixty days of the filing of the notice of appeal as provided in the Act [§4468]. The Board shall render its decision within forty-five days after completing the hearing. The decision shall include findings of fact setting forth its basis. A copy of the decision and findings of fact shall be issued as provided under Section 9.9(E).