

## ADMINISTRATIVE APPEAL APPLICATION

### Chapter 170 - Town of St Joseph Zoning Ordinance

#### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Owner (if not applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### TYPE OF ACTION

- |  |   |
|--|---|
| <input type="checkbox"/> Appeal of Code Interpretation | <input type="checkbox"/> Appeal of Zoning District Boundary |
| <input type="checkbox"/> Appeal of Decision/Order      | <input type="checkbox"/> Official's Title: _____            |

#### PROPERTY DETAILS

Site Address: \_\_\_\_\_

Property Location:      1/4,      1/4, Sec.      , T.      N., R.      W., Town of St Joseph (*Complete legal description must be attached.*)

Parcel Identification Number(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot Area (sq. ft.) \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

Current Use(s) & Improvements: \_\_\_\_\_

#### REASON FOR APPEAL

Check the type of administrative decision being appealed and indicate reason for appeal.

- ☐ Administrative decision/order in dispute. (Indicate the specific decision or order and reason for dispute.):

- ☐ Ordinance interpretation of administrative official (include section number):

Describe petitioner's interpretation and rationale:

☐ Zoning district boundary interpretation of administrative official (location and districts involved):

Describe petitioner's boundary location criteria and determination:

### FEES

Application Fee: \$ 450.00 (plus professional  
Supplemental Application Fees: 225 x      (# of additional requests) \$      fees/expenses)  
Total Fees: \$     

- All application fees must be submitted with application and are non-refundable
- **All fees and incurred expenses are the responsibility of the applicant/owner to be paid/provided as required throughout the process**
- Additional fees paid as directed by the Town Clerk
- Fees will be doubled for applications submitted after construction project initiated, and/or written enforcement action has commenced
- Pre-Application Meeting: Prior to submitting an application the landowner or their agent must schedule a meeting with the Town of St. Joseph staff to discuss the application and the process.

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Owner (if not applicant) Signature: \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Pre-application Meeting:      /      /      With: \_\_\_\_\_  
Complete Application Accepted:      /      /      By: \_\_\_\_\_  
Fee Received:      /      /      \$      Receipt #: \_\_\_\_\_ Scheduled Hearing Date:      /      /