

Town of Ogden

ZONING BOARD OF APPEALS

APPLICANT INSTRUCTIONS

The next Zoning Board meeting that is available for your submittal is: _____

Deadline of Fees and ALL paperwork (*outlined below*) is: **Deadline:** _____

Fee for this submission (estimate only) is: _____

The Town of Ogden ONLY accepts Cash or Check for payment.

PAPERWORK SUBMITTAL REQUIREMENTS

- **9 copies** of subject property **Instrument Survey Map** (*noting requested structure placement, if applicable*).
- **9 drawings or photographs** of requested ZBA request (*i.e. sign, shed, fence, etc.*).
- **9 copies** of the **completed Application** (*to be filled out in the Building Dept. & signed by the applicant and the property owner*).
- Applicable Fees (***The Town of Ogden ONLY accepts Cash or Check for payment***).

PLEASE NOTE

- 1) The Zoning Board Secretary reserves the right to close the submittal deadline earlier than the posted date should the number of applications become excessive.
- 2) If applying for a Conditional Use Permit, Special Use Permit, In-Home Occupation Permit or Use Variance, applicant Must complete Part 1 of the Short EAF form.
- 3) Some Applications May Require Additional Documentation.

Meetings are held in the Town Hall Main Meeting Room at 7:00 pm generally on the first Thursday of each month (unless posted otherwise).

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APPLICATION

SUBJECT PROPERTY ADDRESS: _____

PROPERTY OWNER NAME: _____ PHONE: _____

PROPERTY OWNER EMAIL: _____

ADDRESS IF DIFFERENT THAN ABOVE: _____

APPLICANT NAME IF DIFFERENT THAN OWNER: _____ PHONE: _____

APPLICANT EMAIL: _____

TAX ID NUMBER: _____

DESCRIPTION OF APPEAL: _____

As the owner or legal agent of the owner I do hereby attest that all of the statements, descriptions and signatures appearing on this application are true to the best of my knowledge.

APPLICANT (IF DIFFERENT THAN OWNER) Date

PROPERTY OWNER (MUST SIGN) Date

The Town of Ogden ONLY accepts Cash or Check for payment.

HEARING DATE: _____ DATE PAID: _____ AMOUNT RECEIVED:\$ _____ RECEIVED BY: _____

PLEASE NOTE: *Once this application has been initiated, only a partial refund of 50% of the fee paid will be available for an application withdrawn prior to the meeting.*

ZF 002.0002.2110.0000