

Instructions for an Administrative Appeal Town of Clear Lake – Board of Zoning Appeals

- 1. SUBMITTAL REQUIREMENTS:** Provide seven (7) copies of the following items:
 - Completed Application for an Administrative Appeal (attached)
 - Other information and documentation necessary for a thorough understanding of the case.

- 2. FEE:** Pay the Administrative Appeal Application fee per the Town’s Fee Schedule (range is \$250).

- 3. MEETING:** Once all of the submittal requirements have been met and the application fee paid, the Administrative Appeal hearing will be placed on the agenda of the next Board of Zoning Appeals meeting that is at least 28 days away, unless the Board of Zoning Appeals Chairman determines otherwise. The meeting date for your request is _____.

- 4. GENERAL INFORMATION:**
 - You, or an agent for you, must attend the meeting to present the appeal and answer questions. If no one is at the meeting to present your appeal, the Board may dismiss it.
 - Everyone giving testimony to the Board of Zoning Appeals shall be deemed to have given the testimony under oath.
 - The burden is on YOU to supply all information necessary for a clear understanding of the appeal.
 - Statements made at the meeting shall be binding agreements between you and the Board of Zoning Appeals. Likewise, drawings, displays, or documents presented illustrating details shall also be binding as to their content and representation.

- 5. ADDITIONAL INFORMATION:**
 - For additional information on the Board of Zoning Appeals, the Administrative Appeal process, or meeting procedures, please reference the Board of Zoning Appeals *Rules of Procedure* and Town’s *Unified Development Ordinance*, Article 9. Both documents are available upon request and on the Town’s website (www.townofclearlake.org).
 - The Board of Zoning Appeals may reverse, affirm, or modify the decision, interpretation, order, or action from which the appeal stems. The Board of Zoning Appeals may also add conditions to its decision when warranted.

APPLICATION FOR AN ADMINISTRATIVE APPEAL HEARING

Town of Clear Lake - Board of Zoning Appeals

111 Gecowets Drive, Clear Lake, Fremont IN 46737

Office: (260)495-9158 Mobile: (260)243-6701 Email: zoning@townofclearlake.org

APPLICANT INFORMATION

Name _____ **E-mail** _____

Address _____
lake _____ *permanent* _____

Phones _____
preferred _____ *other* _____

Standing

(legal right to initiate appeal) _____

ADMINISTRATIVE APPEAL DETAILS

Describe the nature of the appeal including the name of the official that rendered the decision, interpretation, order, or action; and the address of the property from which the appeal stems. Include references to relevant sections of the Unified Development Ordinance, meeting dates, etc. Attach additional pages as necessary.

AFFIDAVIT

By signing below, I attest that the information presented in association with this application is true and correct to the best of my knowledge and belief.

Signature

Date