

**APPLICATION TO APPEAR BEFORE THE
ZONING BOARD OF ADJUSTMENT
PART I- GENERAL INFORMATION**



Planning & Development Services

Complete all sections and attach all necessary documentation as an incomplete application may cause delays in processing.

OWNER INFORMATION

Name
Company (if applicable)
Mailing Address
City
Phone
Email

APPLICANT INFORMATION

Name
Company (if applicable)
Mailing Address
City
Phone
Email

Please check the appropriate request(s):

Setback Variance

Interpretation

Use Variance

Appeal of Zoning Officer's Decision

PROPERTY INFORMATION

Property Address:
Present Zoning District:

ADJOURNING PROPERTY OWNER #1

Name
Company (if applicable)
Mailing Address
City
Phone
Email

ADJOURNING PROPERTY OWNER #2

Name
Company (if applicable)
Mailing Address
City
Phone
Email

ADJOURNING PROPERTY OWNER #3

Name
Company (if applicable)
Mailing Address
City
Phone
Email

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PART III- GUIDELINES AND SUBMITTAL



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- JURISDICTION:** The City of Anniston Zoning Board of Adjustment is a citizen court appointed by the City Council to hear an appeal and request for variances, special exceptions, and interpretations of the City's zoning ordinance.
- WHO MAY APPLY:** The owner of the property under consideration, or a person having a written authorization from and representing the owner, may apply to appear before the Zoning Board of Adjustment.
- WHERE TO APPLY:** Application materials may be submitted to Planning and Development Services via:
1. Email- attach digital format documentation (preferred) **OR**
 2. In Person- hard copy at 1128 Gurnee Avenue, Anniston, Alabama
- HEARING DATE:** The office of Planning and Development Services will notify the applicant of the scheduled hearing date once an application has been submitted, as the Zoning Board of Adjustments only meets on an as-needed basis.
- HEARING PROCESS:** The applicant or authorized agent must be present at the hearing to present the request or appeal. If not, the Board may deny the case.
- APPLICANT'S RESPONSIBILITY:** Applicants are responsible for the presentation of their case before the Board and to provide support information including but not limited to the following items:
1. Surrounding land use supporting the request.
 2. Description of the "hardship(s)" that necessitate the request.
 3. Reason(s) for appearing before the Board.
 4. Reasons why the Board should grant the applicant's request.
- WITHDRAWAL:** The applicant may withdraw their case without penalty before public notice has been filed. A request for withdrawal must be submitted in writing. Upon receipt, all proceedings will terminate.
- BOARD DECISION:** At the conclusion of the public hearing, the Board will render a decision to: approve, approve with conditions, continue or deny.

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PART IV- CHECKLIST**



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Two (2) copies of a plot plan prepared by a registered Land Surveyor or Engineer are requested.

Drawings and illustrations submitted must include the following:

ITEM #	REQUIRED ITEM	CHECK ✓
1	Application to appear before the Zoning Board of Adjustment (complete)	
2	Identify and show all property lines and lot dimensions.	
3	Architect plans must be stamped and signed.	
4	Identify and label all adjacent streets, alleys, and access easements.	
5	Clearly describe the nature of your request (in detail).	

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PART V- PUBLIC HEARING NOTICE



Planning & Development Services

NOTICE OF PUBLIC HEARING

BEFORE THE ZONING BOARD OF ADJUSTMENT

Notice is hereby given that the City of Anniston Zoning Board of Adjustment will hold a public hearing at Anniston City Hall, Former Council Chambers, located at 1128 Gurnee Avenue in Anniston, Alabama at 5:30 PM on the ____ day of ____, 20__.

The Zoning Board of Adjustment will hear evidence on behalf of:

The property involved is located at:

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in the city of Anniston, Calhoun County, Alabama.

All interested persons are invited to attend, present evidence and ask questions relating to the application.

Questions concerning this application should be directed to the City of Anniston Planning and Development Services Department at (256) 231-7720.