



Board of Appeals Application

Petition is hereby made for a _____

_____ under the Zoning Ordinance, as follows:

Location of property: _____

Subdivision _____ Lot _____ Block _____

Street and number _____ Zoning classification _____

Use proposed _____

Zoning Ordinance subsection(s) providing for proposed use: _____

Owner of property: Name: _____

Address: _____

Appellant=s present legal interest in above property: (check one)

_____ Owner (including joint ownership) _____ Lessee

_____ Contract to purchase _____ contract to lease or rent

_____ Other (describe) _____

Has any previous petition or appeal involving this property been made to the Board? If so, give Case Number(s): _____

Further comments (if any): _____

I hereby affirm that all of the statements and information contained in or filed with this petition are true and correct.

Signature of Petitioner _____

Address of Petitioner: _____

Phone(s): _____

Email: _____

For Office Use Only:

Docket No.: _____

Map/grid: _____

Date filed: _____

of Copies Received: _____

Fee Paid: _____

Check #: _____

Cash: _____

NEW MARKET BOARD OF APPEALS APPLICANT PROCEDURES

1. Please complete the attached Board of Appeals application for granting of a Variance, Special Exception Use, or Administrative Appeal. There is a \$365.00 application fee due at the time of application (make check payable to: Town of New Market). In addition to the appeals fee, the applicant will also be required to pay for any professional services, such as but not limited to, advertising costs, legal fees, engineering services, and any other appropriate and required services.

The fee listed represents the minimum fee. The Applicant shall reimburse the Town for the reasonable costs incurred by the Town from third parties who invoice the Town for their services rendered to the Town. All billing rates, fees, and out-of-pocket costs of all such third party costs shall be billed at their rates otherwise charged to the Town. Third party costs included, but are not limited to, engineering fees, consulting fees, legal fees, inspection fees, court reporting fees, advertisements costs for publishing and posting of public notices, etc.

The minimum base fee collected will be applied to all outstanding bills and the Applicant will be billed for all fees, costs, and expenses in excess of the minimum base fee. No final action will be taken on any application with an outstanding balance. At any time during the processing of an application that the Applicant is more than thirty (30) days in arrears, all action on the application will cease until the Town's costs are reimbursed in full.

The list of fees set forth herein is not all-inclusive. There may be other fees which are in addition to the fees set forth above and which are included in other ordinances and resolutions of the Town. In addition to the fees and expenses from third parties, the Applicant shall reimburse the Town for the reasonable time spent by Town employees relating to the consideration, analysis and/or evaluation of the issues relating to, and/or the processing of, the application on behalf of the Town. Town employees will log their time spent on the application and the Applicant shall reimburse the Town for this time at the rate of fifty (\$50.00) per hour or portion thereof.

If the base application fee of \$365.00 is not spent in the appeals process, the remainder will be refunded to the Applicant.

2. Applications to the Board of Appeals may be made by any property owner, tenant, government official, department, board or bureau. Such application shall be made to the Administrator in accordance with rules adopted by the Board. The application and accompanying maps, plans or other information shall be transmitted promptly to the secretary of the Board, who shall place the matter on the docket, advertise a public hearing thereon and give written notice of such hearing to the parties in interest. The Administrator shall also transmit a copy of the application to the Planning Commission, which may send a recommendation to the Board or appear as a party at the hearing.
3. Submit a sketch plan or adequate drawing showing distance of structure or use from all property lines, parking, etc. Six (6) copies are required to be submitted at the time of application. A justification statement addressing the general and specific Ordinance requirements of the proposal. Attach this to your application when it is submitted to the office.