



Permit #: _____

ADMINISTRATIVE APPEAL APPLICATION

Town of Clear Lake, 111 Gecowets Drive, Fremont, IN 46737

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

Applicant Information

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ **Email:** _____

Applicant is: Owner Engineer / Architect Contractor

Owner Information

Name: Same as above _____

Address: _____

City, State, Zip: _____

Phone: _____ **Email:** _____

Administrative Appeal Information

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.

Project Address: _____ **Parcel ID #:** _____

Statement of Appeal: _____

Requested Action by BZA: _____

Date of decision or interpretation was rendered: *(Application shall be filled within ninety (90) days)* _____

Certification

I am the owner or legal agent of the subject property; The information provided in this appeal is true and accurate to the best of my knowledge; I understand the application will be routed to applicable government and utility agencies; I understand I am responsible for the costs of all legal notices associated with this application; I understand my presence (or my legal counsel's presence) is required at the Board of Zoning Appeals meeting concerning this project.

Application Printed Name *Applicant's Signature* *Date*

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Instructions for an Administrative Appeal

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.

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.

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.

Filing Requirements Checklist

Per Section 9.07. B Filing requirements

- Completed Petition
 - Petitioner's name, mailing address, phone number and/ or email address
 - The town official that rendered the decision, interpretation, order determination, or action.
 - Written statement describing the administrative decision, interpretation, order determination, or action.
 - Any other information, as required:
- Deadline: has the appeal been filed within the ninety (90) day deadline.
- Has work related to the appeal been suspended
- Have fees been submitted
- Petitioners Standing
- Date submitted and signed
- Signature of the petitioner