

Municipal Board of Zoning Appeals Checklist

Request		
Project Location (street and nearest cross street)		
Tax Map	Group	Parcel

Applicant	Case Number (office use only)
Phone	

Required	Provided	
		Application fee.
		Submit a complete application signed by the owner and notarized. If owner is to have a representative, please note on the application.
		Provide copy of deed of property.
		Submit plot plans, site plans, photos or other similar documentation that would describe the nature of the request. Failure to provide adequate info may delay action.

The Municipal Board of Zoning Appeals meets on the first Monday of each month (only if have business on the agenda). The meeting begins at 6:00 pm and are held at City Hall. The meetings are open to the public. In case of holidays, the meeting may be rescheduled.