

Office Use	
BZA Date:	_____
Tax District:	_____
Map No.:	_____
Fee:	_____

APPLICATION FOR ADMINISTRATIVE APPEALS

Administrative Appeal Fee: \$200.00

Any person aggrieved by an order, requirement, decision or determination, described in Section 2300.06, may file an appeal with the Board of Zoning Appeals. An appeal filed with the Board must specify the grounds of the appeal and be filed within 30 days of the original order, requirement, decision or determination.

Date of Submittal ____/____/____

Appellant:

Agent (if applicable):

Name

Name

Mailing Address (Street, City, State, Zip Code)

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Daytime Phone

Email Address

Email Address

Legal Description of Property:

(You can use either the Street Address or the District, Map and Parcel No.)

Tax District Tax Map Parcel No. Parcel Size (acres or sq. ft.)

Street Address (Street, City, State, Zip Code)

Decision Being Appealed:

Date of Decision Being Appealed: _____

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I understand that applying for an Administrative Appeal does not guarantee approval and that the fee associated with the application is non-refundable.

I understand that my presence is mandatory at any meetings regarding this application.

Signature of Applicant: _____ **Date:** _____

MCPC

MONONGALIA COUNTY PLANNING COMMISSION

243 High Street, Rm 110, Morgantown, WV 26505

Phone 304.291.9570 Fax 304.291.9573 www.moncpc.org

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ADMINISTRATIVE APPEALS TO THE BOARD OF ZONING APPEALS

A copy of the basis for the appeal in the nature of an initial brief and any evidence including testimony, affidavits and the curriculum vitae of any expert witness that will be called must be attached to this application. The brief must at a minimum state all grounds for the appeal, including but not limited to, the law being appealed and any facts necessary for the interpretation of those laws.

The following documents must be submitted to have a complete application:

1. A copy of the documents(s), which comprise the administrative decision being appealed.
2. Any evidence and record which forms the basis for the appeal must be submitted with this application.
3. Names and addresses of all expert witnesses that you propose to call at the hearing.
4. Photograph(s) of the site from adjacent roadway(s).

If deemed necessary to complete a full review of the application, the Planning Official reserves the right to request additional information. If new evidence, or the basis for appeal, is submitted at the hearing, Staff shall reserve the right to request the hearing be continued to the next meeting so that Staff has the opportunity to prepare a response to the new evidence. In the event the applicant does not submit the basis for the appeal with the application, Staff will recommend denial of the appeal.