



CONSTRUCTION BOARD OF APPEALS

- INSTRUCTIONS: PLEASE TYPE OR PRINT (IN INK) ALL REQUESTED DATA –
 (Note: An incomplete application may delay the approval process.)

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____ PHONE: _____

APPLICANT: _____ PHONE: _____

APPLICANT'S ADDRESS: _____

TAX MAP #: _____ BLOCK: _____ LOT: _____

ZONING DISTRICT: _____ FLOOD ZONE: _____

CODE SECTION(S) IN QUESTION: _____

DESCRIBE MATTER OF CONFLICT: _____

SPECIFIC REQUEST FOR THE BOARD'S CONSIDERATION: _____

DATE OF STOP WORK ORDER: _____ CODE OFFICIAL: _____

WHEN CONSIDERING AN APPEAL, THE BOARD OF APPEAL'S REVIEW SHOULD BE LIMITED TO THE FOLLOWING QUESTIONS:

1. Has the true intent of the codes been correctly interpreted by the code official?
2. What should be done in a situation which is not fully covered by the code?
3. Should a deviation from the provisions of the code be granted with respect to the manner of construction or the materials to be used where the proposed modification or materials are equal to or exceed that required under the code?
4. In those cases where a request is made for a variance from the provisions of the code, does the Board find that, owing to extraordinary conditions, a literal enforcement of the code would result in unnecessary hardship or that compliance is impractical? Will the requested variance, in the opinion of the Board, vary only a reasonable minimum degree from the requirements of the code; and will the requested variance, in the opinion of the board, comply with the spirit and intent of the code and still protect the public safety?

THIS REQUEST FOR APPEAL WILL BE FORWARDED TO THE CONSTRUCTION BOARD OF APPEALS. THE BOARD OF APPEALS DIRECTOR WILL SEND YOU NOTIFICATION OF THE DATE, TIME AND LOCATION OF THE MEETING, WHICH YOU SHOULD ATTEND. A PUBLIC NOTICE WILL BE POSTED ON THE PROPERTY AND ADVERTISED IN THE LEGAL SECTION OF THE LOCAL NEWSPAPER GIVING THE DATE AND TIME OF THE PUBLIC HEARING TO BE HELD BY THE BOARD OF APPEALS. NO OTHER NOTICE WILL BE SENT TO YOU REGARDING THE PUBLIC HEARING. FOR MORE INFORMATION, YOU MAY CONTACT THE CITY CLERK'S OFFICE AT (912) 287-2964.

SIGNATURE OF APPLICANT: _____ DATE: _____

<u>FOR OFFICE USE ONLY</u>			
Accepted by: _____	Date: _____		
Fee: \$ 50.00 _____	Check #: _____	Cash Receipt: _____	
AFTER COMPLETION, MAKE ONE COPY FOR THE APPLICANT, AND A YELLOW COPY FOR THE TAX ASSESSOR. ORIGINAL STAYS IN FILE.			