

# Board of Adjustment Checklist

The following is required when submitting an Appeal to the Board of Adjustment

Application

Fee (*see below*)

Site Plan

\* New construction – requires detailed site plan

\* Existing structure

Survey of property or aerial map

Site plan drawn to scale

\* Church – Master plans are required to follow Development Plan guidelines.

## **FEES**

### *Special Exceptions & Variances*

New Residential \$25.00

Existing Residential \$10.00

Commercial, Office & Industrial \$50.00

Churches (new & existing) \$25.00

Mobile Home \$25.00

*Any other questions or concerns you may have, please contact our office at 334.625.2722.*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Received in mail: \_\_\_\_\_

Date: \_\_\_\_\_

(Received by)

# APPEAL TO THE BOARD OF ADJUSTMENT

**CITY OF MONTGOMERY**  
25 Washington Ave., 4<sup>th</sup> Floor (36104)  
P.O. Box 1111 (36101-1111)  
Phone: 334.625.2722 Fax: 334.625.2017

(DEPARTMENT USE ONLY)

*Plat Sheet* \_\_\_\_\_ *File No.* \_\_\_\_\_  
*Receipt No./Amount* \_\_\_\_\_ *Building Permit No.* \_\_\_\_\_  
*Date* \_\_\_\_\_ *Date* \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

**OWNER** \_\_\_\_\_

*(Please give an address to send correspondence to)*

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_  
*(Street Address)*

Zoning: \_\_\_\_\_ Legal Description: \_\_\_\_\_

REMARKS: \_\_\_\_\_

This appeal is scheduled to come before the **Board of Adjustment** on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 5:00 p.m. in the Council Auditorium located in City Hall at 103 N. Perry St.. **The petitioner or representative must be present to present this item to avoid delay.**

This is an appeal to the **Board of Adjustment** for **Administrative Review, Special Exception or Variance** which shall be determined by the Board within the scope of the Zoning Ordinance as ought to be.

I further state that if this request is granted, I will proceed with construction in accordance with plans submitted and under the conditions as stated by the Board of Adjustment.

\_\_\_\_\_  
(Signature of Applicant)

## **BOARD OF ADJUSTMENT DECISION**

APPROVED

DENIED

DELAYED

Conditions of Action: \_\_\_\_\_

\_\_\_\_\_  
(Executive Secretary, Board of Adjustment)

\_\_\_\_\_  
(Date)

