

**ADOPTED – Regulation Text Change for Surveys for the Zoning Board of Appeals**

**Approved – October 18, 2011**

**ARTICLE IX – ZONING BOARD OF APPEALS**

**SECTION 9.3 – PROCEDURES**

**9.3.1 Applications:** All appeals and applications made to the Zoning Board of Appeals shall be in writing, on forms prescribed by the Board, and each appeal or application shall fully set forth the circumstances of the case. Every appeal or application shall refer to the specific provision of the regulations involved, and shall exactly set forth as the case may be, the interpretation that is claimed, use for which the special exception is sought, or the details of the variance that is applied for and the grounds on which it is claimed that the same should be granted.

**9.3.1.1** All applications for appeals and variances to the Zoning Board of Appeals shall contain five ***certified*** plot plants ***prepared by a Licensed Land Surveyor indicating the*** location of the buildings on adjacent property on either side, drawn to the same scale as the plot plan and the specific location of all proposed buildings, if applicable. This does not in any way authorize trespassing for any purpose.

**(1)** No division of a lot, which would reduce the area of the resulting lots below the minimum required lot area of the applicable Zoning District, shall be considered by the Zoning Board of Appeals unless the lot owner obtains a satisfactory sanitation report from the Director of Public Health and submits same with the application.

**(Effective: November 7, 2011)**