



## INSTRUCTIONS

### ZONING ADMINISTRATOR ORDER OR DECISION APPEAL

1. The appellant must complete the attached application form. All blanks must be filled in and blanks not applicable should be noted as N/A (not applicable).
2. The appellant shall provide, at the time of filing the application, a list of the names and addresses of owners of all property within a 1,000-foot radius of and including the property for which the hearing is requested. If such property is located near or adjacent to the limits of an incorporated city, the area shall be a maximum of one thousand (1,000) feet in the unincorporated area and two hundred (200) feet in a city. The list must contain the names and mailing addresses of all the owners of property within the notification area. This list may be obtained from a licensed title company or from the tax records of Reno County. If the property adjoins the County line, the ownership list must include owners into adjoining counties.
3. The appellant must submit a copy of the decision of the Zoning Administrator from which the appeal is being made, a statement in writing justifying the appeal of the decision, and a scaled drawing, if applicable.
4. The above-listed documents together with the required fee of \$250 shall be submitted to the office of the Zoning Administrator.



**BOARD OF ZONING APPEALS**

Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

**ZONING ADMINISTRATOR ORDER OR DECISION APPEAL**

1. Name of Appellant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Agent \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Relationship of applicant to property is that of \_\_\_\_\_  
(owner, tenant, lessee, other)

2. The appellant herein appeals from a decision, determination, or an order of the Zoning

Administrator as follows \_\_\_\_\_

\_\_\_\_\_

for property located \_\_\_\_\_

and legally described as \_\_\_\_\_

\_\_\_\_\_

in Reno County, which is presently zoned \_\_\_\_\_.  
(attach metes & bounds description on separate sheet)

The decision was rendered on \_\_\_\_\_ (Date) and refers to

Section \_\_\_\_\_ of the Zoning Regulations.



3. The appellant hereby declares that he/she has submitted the following required material, together with and as part of the appeal:
  - A. A clear & accurate description of the proposed work or use.
  - B. The order, requirement, decision or determination by the Zoning Administrator, which the appellant believes to be in error, and the principal points supporting the appellant's allegation of errors.
  - C. Specific reference to that Section of the Zoning Regulations under which it is claimed the permit should be issued.

Drawings or plans for the proposed work or use in relation to the adjacent buildings and property.

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**OFFICE USE ONLY:**

Received by the Zoning Administrator, at \_\_\_\_\_ (A.M.)(P.M.) on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, together with the appropriate fee of \$250.

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Name and Title