



CITY OF MIDLAND

ZONING BOARD OF APPEALS

Application Procedures – Administrative Review

The applicant will provide the following information:

1. A typewritten, or clearly handwritten letter outlining the request for an administrative review.

The City of Midland will provide the following information:

1. Application form.
2. Instructions on preparing a plot plan (if needed).
3. Procedures used by the Zoning Board of Appeals.
4. Information about appeals, variances, administrative review and interpretation.
5. Applicable criteria or special instructions.
6. Notification of affected property owners within 300 feet.

Except for conditional land use approval, the Zoning Board of Appeals shall have authority to hear and decide appeals where it is alleged that there is an error in an order, requirement, permit, decision, or refusal made by an official, board, or commission in carrying out or enforcing any provisions of this Ordinance. Such appeal shall be requested by the applicant within thirty (30) days of the date of the order, refusal, requirement, or determination being appealed. In hearing and deciding appeals under this sub-section, the Zoning Board of Appeals review shall be based upon the record of the administrative decision being appealed. If new information is presented, the official, board or commission from whom the appeal is taken should first review the revised application and make a decision, which may be then appealed under this section.

NOTE: Freehand, unscaled, incomplete plot plans will not be accepted. Failure on the part of the applicant to provide complete information may delay the approval process for a variance request. Incomplete information may also cause a variance to be denied.



**ZONING BOARD OF APPEALS
Application Form**

Date _____

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____

TAX ID NUMBER (parcel code): _____

APPEAL FROM ARTICLE(S): _____, Section(s) _____

TYPE OF APPEAL:

AREA/DIMENSION _____ USE VARIANCE _____

INTERPRETATION _____ ADMINISTRATIVE REVIEW _____

BRIEF DESCRIPTION OF REQUEST: _____

Lot Area: _____ Lot Depth: _____ Lot Width: _____ Existing Zoning of Parcel _____

APPLICATION FEE: \$125.00 payable to the City of Midland

APPLICANT SIGNATURE _____

NAME _____

MAILING ADDRESS _____

PHONE NUMBER (____) _____

CELL PHONE (____) _____

FAX (____) _____

E-MAIL ADDRESS _____