

PROCEDURES FOR ZONING BOARD

VARIANCE/ZONING AMENDMENT/SPECIAL USE

1. Petitioner picks up application from City Clerk.
2. Petitioner fills out application and returns to City Clerk.
3. Fees: \$100 for Application, Building Inspector to inspect property, etc., postage, for posters to be posted for variance/zoning amendment/special use.
4. Building Inspector inspects property and enters his comments on application.
5. Application is returned to the City Clerk
6. City Clerk mails application to the Zoning Board of Appeals.
7. Applicant must publish the purposed change a minimum of three times in the paper 15 days before the hearing. a) Notice of the public hearing not to be more than 30 days nor less than 15 days before the hearing.
8. City of Litchfield will mail out by certified mail notice of the hearing to the property owners adjacent to the property to have variance/zoning amendment/special use.
9. Zoning Board will have a hearing of the property in question. a) Public hearing not later than 60 days after its filing.
10. Any additional information received by the Building Inspector will be forwarded to the Zoning Board of Appeals.