

**Application to
Appeal an
Administrative
Decision**

City of Aiken



November 2012

Application Checklist

- Application completed and signed
- Letter explaining the reasons behind the appeal
- Exhibits to support the appeal are optional and might include:
 - Site Plan
 - Photographs
 - Citations
 - Etc.
- Fee – None

Site visits by the staff and BZA members are likely during daylight hours. The staff may also visit the site after the BZA decision to check on compliance.

Process

1. An application for appeal shall be filed (received by the Planning Director or postmarked) not later than 15 days after the decision being appealed. The application shall be mailed to PO Box 1177, Aiken, SC 29802 or delivered to 214 Park Avenue SW, Room 202.
2. The Planning Department posts sign(s) on the property, mails notice to adjacent property owners, places a legal ad in the newspaper, mails a postcard confirming the hearing date and notifies the Applicant. This notification may request additional information.
3. A staff report will be mailed to you the Friday before the hearing date.
4. The Board of Zoning Appeals (BZA) holds a hearing once a month. The meeting starts at 5:30 PM in the City Council Chambers in the Municipal Building. The property owner or agent (with written authorization from the property owner) must be present at the hearing. Contact the Planning Department at 803-642-7608 for the hearing schedule and questions regarding the application submittal. Hearings are typically, but not always, held on the fourth Tuesday of the month.
5. A final decision will be made at the hearing. It is unlawful for any person giving testimony to this Board to knowingly provide false information according to Section 22-9 of the Aiken Municipal Code. Each infraction is a separate offense with a penalty of up to 30 days in jail and/or a \$1,092.50 fine.
6. A written Final Order is presented to the BZA for signatures at its next meeting. A copy is certified mailed to you within two business days.
7. Appeals of the Board of Zoning Appeals (BZA) may be made by filing with the Clerk of Court a written petition within 30 days after the Final Order is signed.

It is the applicant's responsibility to justify the need for this application. The BZA may approve, deny, condition or continue an application.

Dept. Will Assign Application # _____

Tax Parcel # (Do not submit a "portion-of" or PO) _____

City of Aiken
APPLICATION TO THE BOARD OF ZONING APPEALS

_____ Variance _____ Special Exception _____ Administrative Appeal

Applicant/Agent

Name/Company _____ Phone _____

Mailing Address _____ Zip Code _____

Fax _____ E-mail _____ Mobile _____ Pager _____

Property Owner(s) (As it appears on your on deed)

Name/Company _____ Phone _____

Mailing Address _____ Zip Code _____

Fax # _____ E-mail _____ Mobile # _____ Pager _____

Subject Property

Address _____ Zone _____ Size in Acres _____

Land Use _____ # of Lots _____

Summarize Your Request _____

Designation of Agent [complete if owner is not applicant]

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Date: _____ Owner signature(s) _____

Owner's Signature

I understand it is the applicant's responsibility to justify the need for this application. All required information is attached. A letter fully describing this request and answering in detail each and all the decision criteria is included. I understand that I or my agent will attend the public hearing or the hearing may be postponed or the application denied. It is unlawful for any person giving testimony to this Board to knowingly provide false information according to Section 22-9 of the Aiken Municipal Code. Each infraction is a separate offense with a penalty of up to 30 days in jail and/or a \$1,092.50 fine.

Signature(s): _____ Date _____

_____ Date _____