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## Applicant

\* Name

\* Email

\* Phone



Address

## Property Owner

*If different from applicant*

Name

Email

Phone

**Address**

/

**Project Location**

**Project / Property Address (if known):**

/

**Project Location (layperson terms):**

/

**Project size (acres/square feet):**

**Zoning District:**

**Legal Description (Plat & Lot #):**

# Administrative Review Request

**Explain the request?**

**What section of the Altoona Zoning Ordinance is applicable to the request?**

**Explain the reason(s) for the request of Administrative Review (Chapter 170.05). Explain the decision made by the administrative official and why you feel the decision was incorrect.**

## Notice to Applicants

No appeal can be accepted for filing unless all of the required information is presented with the completed application and filed with the Zoning Department at Altoona City Hall. The Board of Adjustment hearing cannot be held until 10 days after a Public Hearing notice has been published in a local newspaper. Board of Adjustment meetings are typically held on the first Tuesday of each month if needed. The completed application and accompanying materials must be received by the first Tuesday of the month to hold the hearing on the first Tuesday of the next month.

## Fee

Applications require payment of a non-refundable filing fee of \$50 for residential use, \$100 for any use other than residential, which will cover filing and publication costs.

Signature

**Name**

**Date**

Format: MM/DD/YYYY