

## ADMINISTRATIVE REVIEW FAQs

### FEES

Excerpt from Article 34-1, Schedule of Fees: **Administrative Review \$300.00 non-refundable.**

### SUBMISSIONS

Pursuant to Article XXI, Board of Zoning Adjustment, of the Land Use & Development Ordinance, all applications shall be submitted to the Department of Community Development no later than 4:30 p.m. in accordance with the BOARD OF ZONING ADJUSTMENT MEETING SCHEDULE & APPLICATION DEADLINES CALENDAR.

#### Mailing Address

##### **Board of Zoning Adjustment**

P.O. Box 400  
Daphne, Alabama 36526  
Phone: (251) 621-3184  
Fax: (251) 621-3185

#### Location

##### **City of Daphne Community Development Department**

1705 Main Street  
Daphne, AL 36526  
*Adrienne D. Jones, Director*  
***Attn: Pat Johnson, Recording Secretary***

### SUPPLEMENTAL INFORMATION

Applications to be considered by the Board of Zoning Adjustment shall be accompanied by the following items:

- Application
- Check
- Documentation of purported error in order, requirement, decision or determination
- Letter of authorization (authorization of the agent/representative to act on the owner's behalf)

### MANDATORY REPRESENTATION

The applicant and the agent (if an agent is authorized) must be present at the hearing.

### FILING INSTRUCTIONS

Applications must be complete and accompanied by all documents to be utilized supporting the petitioner's position. Failure to submit the appropriate documents may result in rejection of the application or a thirty (30) day postponement.



**APPLICATION FOR ADMINISTRATIVE REVIEW**  
 Department of Community Development  
 1705 Main Street or P.O. Box 400  
 Daphne, AL 36526  
 (251) 621-3184 ~ Fax: (251) 621-3185

An Administrative Review is a refining mechanism available to the Board of Zoning Adjustment to review and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Director of Community Development, Zoning Enforcement Officer, Code Enforcement Officer, Building Official, or other administrative official involved in the enforcement of this Ordinance.

Aggrieved Party: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax Number: \_\_\_\_\_

The purported error in order, requirement, decision, or determination was made by the following:

- Director of Planning/Zoning
- Code Enforcement Officer
- Building Official
- Public Works Director
- Other Administrative Official

Date of Decision: \_\_\_\_\_

*(Submission of this application shall be no more than sixty (60) business days from date of administrator's decision).*

Identify/attach related project or application information (i.e., site plan, subdivision plat, etc.):

\_\_\_\_\_

Identify applicable section(s) of the City of Daphne Land Use and Development Ordinance, under the provisions of Title II, Chapter 52, Article 4, of the Code of Alabama, 1975.

Article: \_\_\_\_\_, \_\_\_\_\_ Section: \_\_\_\_\_

Brief explanation: \_\_\_\_\_

\_\_\_\_\_

Article: \_\_\_\_\_, \_\_\_\_\_ Section: \_\_\_\_\_

Brief explanation: \_\_\_\_\_

The undersigned, hereby petitions the Board of Zoning Adjustment to hear and determine the appeal for Administrative Review of the above described decision. I understand the decision may be reversed or affirmed, wholly or in part, or modified.

Signature/Date: \_\_\_\_\_

Office use only	Date Submitted:	Decision:
Application Number:	Date Presented:	