

**Rules for Filing Appeals and Applications**A. General Rules

1. Any appeal shall be made by filing the same with the Zoning Administrator within thirty days after the date of the Zoning Administrator's decision.
2. All appeals and applications made to the Board shall be in writing on standard forms prescribed by the Board.
3. All appeals and applications shall list names and addresses of all adjoining owners including those across the streets from the subject property.
4. All appeals and applications shall refer to the specific provisions of the Ordinance involved.

B. Appeals concerning the interpretation of any provisions of this Ordinance shall exactly set forth the interpretation that is claimed.

C. Appeals for variance from the strict application of this Ordinance shall include a copy of the zoning permit application denied by the Zoning Administrator, if any, together with a statement with any supporting data regarding the applicable requirements in Sections 1005 and 1006 or any other applicable requirements.

D. Applications for Special Exceptions shall include a zoning permit application with all information required therein and a statement with any supporting data regarding the merits of the proposed use at the proposed location and how the proposal complies with the general and specific requirements of this Ordinance.