## 1008 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.