

APPEAL of a Planning and Zoning Commission Approval or Zoning Violation Case

PZ-APPEAL



WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for an Appeal request.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then “Appeal of PZ Commission Approval or Zoning Violation,” and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. (An Appeal is considered a “permit” by the system.) You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete**.” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your request.

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address of the case you are appealing
- **Type of Appeal** – you must select one of the following: Conditional Use Permit appeal, Determination appeal, Design Review Overlay appeal, or Zoning Violation appeal.

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE electronic or scanned copy of the following in PDF format:**

- **Narrative** – typewritten, describing the **case number** you are appealing and reasons for appeal:
 - Why you believe the Planning and Zoning Commission did not make the Findings for approval for the subject case **OR**
 - Why you believe a zoning violation does not exist on your property