

For Office Use Only	
Date Filed	_____
Fee	\$ _____
Receipt #	_____
Case #	_____

APPLICATION ZONING BOARD OF APPEALS

Property Owner _____
 Name _____ Address _____ Zip _____ Phone # _____

Applicant _____
 Name _____ Address _____ Zip _____ Phone # _____

Representative _____
 If Different from Applicant Address _____ Zip _____ Phone # _____

E-Mail Address _____

Property Address _____

Legal Description _____

Type of Improvement Proposed _____

Construction Cost \$ _____ Has Construction Been Started? _____

Waiver Request (Code Section and/or Description): _____

Reason Waiver is Requested (Specify Practical Difficulty or Unnecessary Hardship): _____

*FILING FEE: \$150.00 + \$12.00 (T&T) = \$162.00 – Project Cost Under \$25,000
 \$250.00 + \$20.00 (T&T) = \$270.00 – Project Cost of \$25,000 to \$100,000
 \$445.00 + \$35.60 (T&T) = \$480.60 – Miscellaneous Applications
 \$445.00 + \$35.60 (T&T) = \$480.60 – Project Cost of \$100,000 and Over
 \$985.00 + \$50.00 (T&T) = \$1,035.00 – Use Waivers
***(T&T) = Technology and Training Fee**

This application and a site plan must be filed not less than 17 days before the public hearing. Hearings are held on Thursday afternoons. Call the Planning Department at (402) 444-5150 for exact meeting dates and deadlines. Applications are due by NOON on the deadline date.

Applicants and representatives will receive an agenda before the hearing stating the date, time and location. See reverse side for application requirements.

Falsification or misrepresentation of information on this application or the required site plan may result in the denial of a building permit.

Date **Owner/Applicant Signature**

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Zoning Classification _____ Regulation to be Waived 55-_____

Legal _____

Proposed _____

Current Planning Review _____ Date and Time _____

RULES FOR SUBMISSION OF APPLICATIONS TO THE ZONING BOARD OF APPEALS

- A. The following shall be completed on the application form before the case is accepted and placed on the agenda:
1. The name of the owner of the property.
 2. The name of the person or corporation requesting the waiver.
 3. The name of the person representing the person requesting the appeal or waiver.
 4. The address and telephone number of the person to be reached for either additional information or to notify in case of a change in the hearing date.
 5. The address of the property upon which the improvement is to be erected or use is to occur.
 6. Legal description of the property upon which the improvement is to be erected or use is to occur.
 7. The Board shall not accept an application for an appeal or waiver when the applicant has been denied the same appeal or waiver within the previous 12 month period.
 8. The signature of the property owner. If the property owner is not available to sign the application, a power of attorney form or other statement giving someone the right to represent the owner shall be submitted.
 9. Pursuant to Neb. Rev. Stat. Section 14-410, any appeal from an order or decision of a zoning official must be filed within 30 days of the date of the order or decision appealed from.
- B. The applicant must provide the following information so that the City Planning Department can properly evaluate the request and so that the Zoning Board of Appeals will have the information needed to make a decision:
1. A plot plan drawn to scale and fully dimensioned, showing:
 - a. The entire lot.
 - b. The location of all existing structures and improvements (buildings, signs, parking, fences).
 - c. The proposed improvement.
 - d. If applicable, the contours of the parcel.
 - e. All of the above needed dimensions of the building and the distances from the building to other structures and property lines.
 2. Sketches of the structure, or the addition and the old structure, to show how the proposed addition "fits with" the older structure, and to indicate materials.
 3. In cases of waiver requests, a brief statement outlining the hardships which require that in order to reasonably use the property in question, a waiver is necessary. In cases of appeals from zoning decisions, a brief statement outlining the basis for appeal.
- C. Return the completed application form, supporting information (site plan, etc) and necessary application fee in person at the Permits and Inspections Division counter at 1819 Farnam Street, Suite 1100 OR the application form and supporting information (with the necessary application fee) can be mailed to: City of Omaha, Planning Department, c/o Cliff Todd, 1819 Farnam Street, Suite 1100, Omaha, NE 68183. Please allow for adequate time for mail delivery. Applications are due by NOON on deadline day and any applications received after the deadline time will be held until the next meeting.

Fee: Project cost is determined by the cost of the building permit application.

Miscellaneous applications include:

- Number of Dogs (Use Waiver for Kennel)
- Non-Conforming Use/Building
- Site Plan Review Appeal
- Cluster Subdivision Encroachment
- Landscaping (Area, Screening, Number of Trees, Etc.)
- Parking (Size, Number of Stalls, Surface, Location, Etc.)
- Driveway Surface
- Impervious Surface
- Home Occupation
- Antenna