

**APPLICATION INTAKE**

**In Person:** 8:00 am – 4:30 pm

**By Email:** [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com)



**ADMINISTRATIVE APPEAL APPLICATION  
Request to Board of Zoning Appeals**

<b>Application Number:</b>			
<b>PROJECT DESCRIPTION</b>			
Describe the requested appeal(s):			
Project Address:			
PIN:			
<b>CONTACTS</b>			
<b>Owner</b>	Name/Company Name:		
	Address:		
	City:	State:	Zip:
	Email:	Phone:	
<b>Applicant/ Representative</b>	Name/Company Name:		
	Address:		
	City:	State:	Zip:
	Email:	Phone:	
	Email:	Phone:	
<i>I hereby certify that all information provided herein is true and correct.</i>			
Applicant's Signature			Date



## HOW TO REQUEST AN APPEAL BEFORE THE BOARD OF ZONING APPEALS

Anybody unsatisfied with a Zoning Director decision on an application that is related to a requirement in Articles 1 through 10 can file an appeal with the Board of Zoning Appeals.

To begin the appeal process, submit a complete application form, along with the required review fees, to the Community Development Department. The appeal application must be filed within 30 calendar days of the date of decision of the Zoning Director.

The general submittal requirements for all development review applications are listed in [Sec. 13.3.3](#) and must be followed.

Any appeal received and all papers constituting the record relating to the action appealed will be transmitted by the Zoning Director to the Board of Zoning Appeals for a public hearing within 35 calendar days of receipt by the Zoning Director of a complete application.

The Board of Zoning Appeals will conduct a public hearing and make findings and render a decision within 32 calendar days after the public hearing on the administrative appeal.

The criteria for approving or denying the request are the same used for the original decision by the Zoning Director. The Board of Zoning Appeals may affirm or reverse the Zoning Director's decision based on the applicable standards in this UDC.

Decisions of the Board of Zoning Appeals are final. Anybody not satisfied with a decision of the Board of Zoning Appeals may pursue an appeal to Fulton County Superior Court, within 30 calendar days of the decision.

## ADMINISTRATIVE APPEAL CHECKLIST

1. Completed and signed application form.
2. Payment of applicable fee.
3. Letter of Intent:
  - Describing the requested Appeal(s); and
  - Describing how the proposed action meets the criteria for approving an appeal as established in Article 13.12.6 of the Roswell Unified Development Code.
4. Copy of decision being appealed along with the original application and content.



**ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY ALL CITY DEPARTMENTS BEFORE BEING ADVERTISED AND PLACED ON AN AGENDA**

**Per Section 13.3.4 of the Unified Development Code, signs must be posted and advertisements must be published a minimum of thirty (30) days prior to the variance hearing.**

The Board of Zoning Appeals (BZA) meetings are held in City Hall Council Chambers at 7:00 PM on the 2nd Tuesday of each month. Council Chambers are located on the 2nd floor of City Hall located at 38 Hill Street.

2024 BOARD OF ZONING APPEALS MEETING DATES
Tuesday, January 9, 2024
Tuesday, February 13, 2024
Tuesday, March 12, 2024
Tuesday April 9, 2024
Tuesday, May 14, 2024
Tuesday, June 11, 2024
Tuesday July 9, 2024
Tuesday, August 13, 2024
Tuesday, September 10, 2024
Tuesday, October 8, 2024
Thursday, November 14, 2024 <i>*Meeting moved due to Veterans' Day</i>
No December 2024 Meeting

<b>City of Roswell Fee Schedule</b>	
Administrative Appeal	\$100
Advertisement fees	\$100/Ad \$90/Sign