



Zoning Appeal Move-In Application Guide

Filing Procedure: The applicant shall complete the application in addition to supplying the following:

1. Two (2) plot plans drawn to scale containing:
 - a. The exact dimensions of the property with all existing or proposed structures and signs on the property.
 - b. All required parking designed in accordance with Ulysses-Grant County regulations.
 - c. All existing easements.
 - d. Street names, north arrow, and scale.
 - e. Provide Names and Address of all landowners within 200' (in city) or 1000' (in county). This may be obtained from County Appraiser's Office (Located in County Court House)
2. The City Ordinance has set the fee of \$100.00 payable to the City Clerk when we receive application in the office.
3. The Board of Zoning Appeals meets on the Third Thursday of each month at 6:00 p.m.

NOTE: This application must be filled out completely and submitted with all the required exhibits to the Zoning Administrator before the application will be considered. Newspaper advertisement dates may dictate schedule for submission to the Board of Zoning Appeals. Copy of notice shall be published once in the newspaper at least 20 days prior to the date fixed for hearing

IMPORTANT: The applicant or an authorized representative must be present at the public hearing.

**Zoning Application
(Previously Occupied) Move-In Building**

- 1. Applicant: _____
Address: _____
Phone: _____
- 2. Name of Agent (if any): None
- 3. Applicant's interest in property (owner, tenant, other): _____
- 4. Present use of property: _____ Zoned: _____
- 5. Legal Description: _____
- 6. Proposed request for use of or change to property (include size of building and present location) : _____

7. Move-in Section of Zoning regulations:

Article XX Section 2. BUILDINGS AND STRUCTURES (PREVIOUSLY OCCUPIED) MOVED IN: Buildings and structures which have been previously occupied, except manufactured homes in M-H and M-P zones may be moved into various districts providing the Board of Zoning Appeals finds the following:

- 1. The proposed use conforms with the district zoning regulations of the district into which it is to be moved; and
- 2. The building or structure meets applicable building, fire safety and health regulations; and
- 3. The Board of Zoning Appeals finds that the building or structure will not devalue properties in the area where the structure is proposed to be moved.

Applicant: _____

Date: _____