**INCORPORATED VILLAGE** **OF PLANDOME HEIGHTS**

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# PROCEDURES FOR FILING APPLICATION TO BOARD OF ZONING AND APPEALS

1. Application will be submitted by resident or architect for BZA with three sets of plans.
2. Check for $250.00 filing fee and one for $1350 as deposit to be submitted with application.*
3. Seven additional packets of plans to be submitted once notified of date of the meeting. See below for packet details and requirements.
4. Letters must be sent by certified mail/ return receipt to neighbors within a 200 foot radius of the property at least 10 days prior to the meeting. A radius map is required. The Village will supply you with a copy of the legal notice to be mailed. All mailing receipts must be submitted prior to the meeting.

EACH PACKET OF PLANS SHOULD INCLUDE:

- Architectural plans
- BZA application
- Property survey
- Objection letter from the Building Inspector
- Any additional information, samples, photos you would like to submit to the Board prior to the hearing

PLEASE NOTE: Per Sect.140-29, Lapse of variance states that a variance granted by the Board of Appeals shall lapse after the expiration of 180 days from the date that the decision is filed in the Village Clerk's office if no building permit is obtained.

- Filing fee non refundable. Deposit is for costs and expenses on filing an application. The applicant is obligated to pay all costs and expenses incurred by the Village in connection with their application. This includes, but is not limited to, publication of notices, attorney's fee, court reporter and Building Inspector fees.