



– Application for –
ZONING APPEAL

Community Development Department
50 East 2nd North, Green River, WY 82935
PH: (307) 872-6140
www.cityofgreenriver.org

By Ordinance, any person or agency aggrieved by any order or decision of an administrative official charged with the enforcement of any of the zoning or subdivision ordinances may appeal such order or decision to the Planning and Zoning Commission (serving as the Board of Adjustment). To file an appeal, a Notice of Appeal Application Form must be completed. Incomplete applications shall be returned.

A. PROPERTY INFORMATION

Property Address: _____

B. PETITIONER*

PROPERTY OWNER INFORMATION

Name: _____

Name: _____

Mailing Address: _____

Mailing Address: _____

Contact Phone: _____

Contact Phone: _____

Email: _____

Email: _____

C. APPEALS

Any order or decision of an administrative official charged with the enforcement of any of the zoning or subdivision ordinances may be appealed to the Planning and Zoning Commission (serving as the Board of Adjustment) by the person or agency aggrieved by such order or decision. Any such appeal shall be taken within ten (10) days from the date of the action appealed from by filing a notice of appeal specifying the grounds for the appeal with the secretary of the board and serving a copy upon the designated enforcement official.

1. Date of the action appealed from: _____

2. Enforcement Official: _____

3. Order or decision appealed (*attach a separate sheet if necessary*): _____

File #: _____
Zoning District: _____
Date: _____
Other: _____
Fees Collected: _____
Date Submitted: _____
By: _____
STAFF USE ONLY:
 APPROVED DENIED

D. RULES FOR PROCEEDING

Decisions of the Planning and Zoning Commission (serving as the Board of Adjustment) in regard to appeals from an order or decision of any agency or official, or in regard to variances from the provisions of the zoning ordinance, shall be reached only after a public hearing. The board shall fix a reasonable time and place for the hearing and shall proceed in accordance with the following rules:

- (A) Public notice shall be given of all hearings. Public notice shall consist of the posting of a sign or signs by the applicant on the affected property for at least fifteen (15) days prior to the date of the hearing and two (2) successive publications of a notice by the city in a newspaper of general circulation beginning at least fifteen (15) days prior to the hearing. The posted signs shall be in number, size and location as prescribed by the secretary to the board of adjustment. Both the sign and the newspaper notices shall identify the applicant, shall briefly state the nature of the appeal or the variance sought, and shall give the date, time and place of the hearing. All hearings and other meetings of the board shall be open to the public. The applicant shall be responsible for the removal of the sign or signs within five (5) days after the hearing.
- (B) Due notice of the hearing shall also be given to the parties at interest, including the building inspector and the planning commission. These agencies shall be permitted to be heard on behalf of the city in all public hearings.
- (C) At any public hearing, any interested party may appear in person or be represented by an agent or attorney and, after being duly sworn, may offer evidence and testimony and cross-examine witnesses.
- (D) All witnesses shall be sworn by the chairman or acting chairman or shall affirm their testimony in the manner required in courts of record.
- (E) All testimony and evidence shall be presented publicly.
- (F) The board shall keep a record of the proceedings for each matter heard which shall be kept on file in the office of the board and copies made available to any party at cost. The record of proceedings may include documents and physical evidence considered in the case.
- (G) The board shall render a written decision on each case heard within thirty (30) days of the hearing. Each decision must be accompanied by reasons therefore and based on findings of fact. The record shall show the grounds for each decision and the vote of each member upon each question. The record of proceedings shall be a public record.
- (H) The concurring vote of four (4) members of the board shall be necessary to reverse any order, requirement, decision or determination of the building official, or to decide in favor of the applicant upon any matter which it is required to pass concerning this ordinance, or to affect any variation of this ordinance.

File #:

Petitioner & Property Address:

STAFF USE ONLY:

F. SUBMITTAL REQUIREMENTS

The following items are required for submitting a complete Notice of Appeal. An incomplete application will not be reviewed and will be returned to the applicant.

- Filing Fee (\$200.00) made payable to the City of Green River.
- Completed City of Green River Notice of Appeals Application Form.
- Appeal justification responses as outlined in C above.
- One copy of the Notice of Appeal to be served to the Enforcement Official.

G. SIGNATURE REQUIRED

I acknowledge that I have read and understand this application and the Green River Notice of Appeal regulations. I certify that the information provided with this application is true and correct. I understand that it the responsibility of the applicant and/or property owner to secure any and all required Local, Federal and State Permits (i.e. State Permits, DEQ, Building Permits, etc.) and I agree to contact those agencies/departments accordingly.

Petitioner Signature:	Print Name:	Date:
Property Owner Signature: <i>(Required)</i>	Print Name:	Date:

File #: _____

Petitioner & Property Address: _____

STAFF USE ONLY: _____