

Administrative Appeal Application

The City of Brookhaven Community Development Department accepts requests for Appeals of Administrative Decisions. These actions are heard at a Public Hearing by the City Council or Zoning Board of Appeals, depending on the applicable code section.

Appeals to the City Council

Decisions of the department related to preliminary and final plats may be appealed by an aggrieved person or entity to the City Council pursuant to Chapter 14, *Land Development and Subdivisions*, Article VII, *Subdivisions* (see Sec. 14-223, 14-266).

Appeals to the Zoning Board of Appeals

The Zoning Board of Appeals hears and decides appeals where it is alleged by the appellant that there is error in any final order, requirement, or decision made by an administrative official based on or made in the enforcement of Chapter 27, *Zoning* (see Sec. 27-1661).

In addition, the Zoning Board of Appeals hears appeals on administrative decisions related to the following code sections found in Chapter 14, *Land Development and Subdivisions*:

- Article II, *Environmental Controls* (see Sec. 14-26(d), 14-29(b)(9)) – must be filed within 30 days of the action being appealed
- Article III, *Tree Preservation and Maintenance* (see Sec. 14-51(c)(8)(d) & (e))
- Article IV, *Stormwater Management* (see Sec. 14-79(c)(9)) – must be filed within 30 days of the action being appealed
- Article VI, *Stream Buffer Protection* (see Sec. 14-153(c)(4), 14-158(1)(f), 14-159) – depending on the type of appeal, must be filed within 15 or 30 days of the action being appealed
- Article VIII, *Floodplain Management* (see Sec. 14-847(2))

Instructions for Filing an Application for an Appeal of an Administrative Decision

1. To qualify as an applicant for an appeal of an administrative decision and/or interpretation of the zoning ordinance, the applicant must constitute an aggrieved party to such adverse decision and/or interpretation as indicated in the applicable code sections.
2. The applicant must complete this application in full. This application will not be processed unless all information requested is provided.
3. The appeal will be scheduled for the first available meeting based on the City's adopted meeting and advertisement calendar.



Administrative Appeal Application

Appellant Information	Name:	
	Address:	
	Phone:	
	Email:	
Property Information	Address:	
	Tax Parcel #:	
	Owner's Name:	
	Owner's Address:	
Appeal Information	Appeal Type: <input type="checkbox"/> City Council <input type="checkbox"/> Zoning Board of Appeals	
	The appeal is from the following adverse decision of an administrative officer:	
<i>Please use additional sheets of paper and attach supporting documentation as necessary to be as complete and thorough as possible.</i>		
<i>I certify that all the information presented by me in this application is accurate to the best of my knowledge, information, and belief.</i>		
Signature	Appellant's Name:	
	Appellant's Signature:	Date:
Notary	Sworn to and subscribed before me this Day of 20	
	Notary Public:	
	Signature:	
	Date:	