



City of Morgantown, West Virginia

APPLICATION FOR ADMINISTRATIVE APPEAL

OFFICE USE	
CASE NO.	_____
RECEIVED:	_____
COMPLETE:	_____

Article 1383 "Administrative Appeals" of the City's Planning & Zoning Code (attached hereto as Addendum A) provides that the Board of Zoning Appeals hears and determines appeals from any order, requirement, decision or determination made by an administrative official, board, or staff member charged with the enforcement of the City's Zoning Ordinance.

(PLEASE TYPE OR PRINT IN BLACK INK)

Fee: \$35

I. APPLICANT			
Name:	_____	Phone:	_____
Mailing Address:	Street	Mobile:	_____
	City	State	Zip

II. AGENT / CONTACT INFORMATION			
Name:	_____	Phone:	_____
Mailing Address:	Street	Mobile:	_____
	City	State	Zip

Mailings –	Send all correspondence to (check one): <input type="checkbox"/> Applicant OR <input type="checkbox"/> Agent/Contact		
III. PROPERTY			
Owner:	_____	Phone:	_____
Mailing Address:	Street	Mobile:	_____
	City	State	Zip

IV. ATTEST			
I hereby certify that the information which I have provided, that all answers to the questions in this request, and all other supplementary matter attached to and made a part of this administrative appeal request are honest and true to the best of my knowledge and belief.			
_____		_____	_____
Type/Print Name of Applicant/Agent	Signature of Applicant/Agent	Date	

- V. Please attach a narrative describing in detail the nature of your administrative appeal.
- VI. Please attach a copy of the Zoning Official's determination which has resulted in your appeal.
- VII. You or a representative **MUST** be present at the scheduled hearing to present the appeal and answer questions. Failure to appear at the hearing will result in your appeal being tabled.