



## BOARD OF ZONING APPEALS SUBMITTALS: ALLEGED ERROR IN ZONING DECISION, CONDITIONAL USE AND VARIANCE

The Board of Zoning Appeals (BZA) (1) hears and decides all requests on alleged errors committed by the building official or any administrative officer in the enforcement of the Zoning Ordinance or code, (2) hears and decides whether an applicant meets the conditions of a special use as provided in the Zoning Ordinance, and interprets the zoning map and ordinance or code, and (3) hears and decides all applications for variances.

Before applying for a special use and a variance, the applicant is encouraged to schedule a preliminary discussion with the Town Planner who may be able to propose a solution that actually conforms to the Zoning Ordinance and which, therefore, nullifies the need for a variance. However, if a request falls under the three powers of the BZA stated above, ONLY the BZA can make a ruling. Therefore, although a preapplication conference with the Town Planner is advised, the applicant still has all the rights to appeal to the BZA

