

**TOWN OF ALEXANDRIA
USE ON APPEAL REQUEST FORM**

1. In order to be placed on the Alexandria Zoning and Planning Commission's agenda, this form must be filled out and turned in at least fifteen days prior to the planning commission's meeting date.
2. Use on Appeal Process (an average one to two month process):
 - A) Completed application.
 - B) Planning commission reviews the request and makes a recommendation to Alexandria Mayor and Board of Aldermen.
 - C) The Mayor and Board of Aldermen review the request as a Motion for Use on Appeal.
 - (1) There must be a public hearing held with notice given in a local circulation newspaper at least 10 days prior to the hearing.
4. If the Use on Appeal request passes, the use on appeal is valid until a change in ownership/use occurs.

PROPERTY OWNER:

NAME: _____

ADDRESS: _____

PHONE NUMBERS: WORK: _____ HOME: _____

REPRESENTATIVE (if different from property owner):

NAME: _____

ADDRESS: _____

PHONE NUMBERS: WORK: _____ HOME: _____

PROPERTY DESCRIPTION & LOCATION:

PROPERTY ADDRESS: _____

TAX MAP IDENTIFICATION: MAP #: _____ GROUP # _____ PARCEL # _____

SIZE OF PROPERTY (Acreage or square feet): _____

PREMISES LOCATION (Describe by street address & directional location description, e.g. 200 Johnson Street, North side of Johnson Street, 100 feet east of Brown Street):
