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

## JUSTIFICATION FOR APPEAL:

In its recommendation to the Board of Mayor and Aldermen, the Planning Commission will consider the following items:

- 1) Have the characteristics of the area changed to the extent that a change would be warranted?
- 2) How would the requested change affect the surrounding area?
- 3) Is the area large enough to be used on its own or is it abutting property with similar dimensions to the requested change?

JUSTIFY YOUR REQUEST BASED ON THE ITEMS ABOVE (The Planning Commission will look only at what is allowed in the zone and consider what you plan to do with the property. (If you need more space attach another page):		
PROPERTY OWNER SIGNATURE		DATE
REPRESENTATIVE SIGNATURE (if different from property owner)		r) DATE
	OU ARE REQUIRED TO ATTEND THE I ANSWER ANY QUESTIONS CONCERNI	
For Office Use Only:		
Date Received	By	
\$100.00 Fee Paid	Date Approved I	Date Denied