

**Altoona Board of Adjustment
Administrative Review - Application Form**

Reference #:

Date Submitted:

Accepted by:

Proposed Request:

Name of Project:

Property Owner:

Address:

Home Phone:

Work Phone:

Applicant: (if different from property owner)

Address:

Phone:

Fax:

PROJECT INFORMATION:

Project/ Property Address (if known):

Project Size:

acres/square feet

Project Location: (Layperson Terms)

LEGAL DESCRIPTION: (Please attach)

Explain the request?

What section of the Altoona Zoning Ordinance is applicable to the request?

Notice to Applicants

No appeal can be accepted for filing unless all of the required information is presented with the completed application and filed with the Zoning Department at Altoona City Hall. The Board of Adjustment hearing cannot be held until 10 days after a Public Hearing notice has been published in a local newspaper. Board of Adjustment meetings are typically held on the first Tuesday of each month if needed. The completed application and accompanying materials must be received by the first Tuesday of the month to hold the hearing on the first Tuesday of the next month.

Required Information Includes:

- _____ Completed Application, with notarized signature of owner(s)
- _____ Payment of a non-refundable filing fee of \$50 for residential use, \$100 for any use other than residential, which will cover filing and publication costs.