BOARD OF ADJUSTMENT
CHANGE OF NON-CONFORMING USE
AND APPEALS CHECKLIST

The following information must be supplied for applications for Appeals and Change of Non-Conforming Uses:

1) Legal description of the property including Deed Book, Page Number, and Group Number of the latest recorded deed.
2) If development is planned by this application, then the Board requires the submission of a Site Plan for the development/use of the property in accordance with Article 30, of the Boone County Zoning Regulations.
3) In cases of Change in Non-Conforming Uses, the names and addressed of all adjoining property owners including those across any road, street or highway.
4) Fee paid in full at the time of completed application including original property owner's signature (no fax or copy).

APPEALS:

Agricultural & Residential Zones	**$400.00 (flat fee)** **+$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification)** **+ $66.00 CLUR**
All Other Zones	**$800.00 (flat fee)** **+$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification)** **+ $66.00 CLUR**

CHANGE OF NON-CONFORMING USE:

Agricultural & Residential Zones	**$350.00 (flat fee)** **+$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification)** **+ $66.00 CLUR**
All Other Zones	**$650.00 (flat fee.** **+$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification)** **+ $66.00 CLUR**

Failure to supply any of the above information may result in delays.

The Board of Adjustment is a three or five member panel designed to take action on requests for Appeals, Variances, Conditional Uses, and Change of Non-Conforming Uses. The hearing is open to the public and any interested party will have an opportunity to be heard. Action is normally taken during the meeting.

The Boone County and Florence Board meetings are held the second Wednesday of each month and the deadline for all applications is typically 22 days prior to the meeting.

The Union and Walton Board meetings are scheduled once an application is submitted for review.

It is recommended that an applicant review the requirements of the Zoning Regulations concerning Change of Non-Conforming Uses or Appeals and the criteria for their review. Applicants should be prepared to answer questions concerning their application at the meeting.