
**AMENDMENT TO THE ABZA BYLAWS
PROPOSED FORMS AND INSTRUCTIONS FOR BZA
SUBMITTALS**

**STAFF REPORT
May 18, 2023**

**Amendment to the ABZA Bylaws
PROPOSED FORMS AND INSTRUCTIONS FOR BZA SUBMITTALS**

**Staff Report
May 18, 2023**

PROPOSAL:

APC staff proposes to update and replace (and in many cases, consolidate or eliminate) forms related to APC and BZA petitions. We are doing this because the current crop of forms was created and amended in piecemeal fashion over decades; are in some cases outdated, redundant, or obsolete; lack uniformity; and lack the simplicity necessary for use by a layperson. At present, the BZA Bylaws require BZA approval of the forms used in the filing of land use petitions it hears, and so we are bringing forward this new, improved set of forms, as well as a new set of instructions to accompany the forms, for review and approval.

STAFF RECOMMENDATION:

Approval

Proposed Bylaw Section

ATTACHMENTS TO BZA BYLAWS:

- ~~-- Petition for Special Exception~~
- ~~-- Notice of Public Hearing on Special Exception (Amended July 2017)~~
- ~~-- Notice of Public Hearing Release Form~~
- ~~-- Notice to Interested Persons (Amended July 2017)~~
- ~~-- Report of Determination for Special Exception~~
- ~~-- A Petition for a Special Exception Findings of Fact~~
- ~~-- Affidavit of Notice to Interested Persons for Variance/Special Exception~~
- ~~-- Sign Posting Affidavit~~
- ~~-- Petition for Variance~~
- ~~-- Notice of Public Hearing on a Variance (Amended July 2017)~~
- ~~-- Notice to Interested Persons (Amended July 2017)~~
- ~~-- Determination of Variance~~
- ~~-- Notice of Public Hearing on Appeal of Decision of Administrative Officer (Amended July 2017)~~
- ~~-- Affidavit of Notice to Interested Persons (Amended July 2017) for Appeal of Decision of Administrative Officer~~
- ~~-- Notice to Interested Persons for Appeal of Decision of Administrative Officer (Amended July 2017)~~
- ~~-- Report of findings of fact.
RE: BZA No. _____
A Petition for variance of the zoning ordinance.~~
- ~~-- How to File a Variance (Amended July 2017)~~
- ~~-- How to File a Special Exception (Amended July 2017)~~
- Form 1 (Property Owner Consent)
- Form 2 (Notice of Public Hearing Release)
- Form 5 (Affidavit of Public Notice)
- Form 21 (Zoning Appeals Petition)
- Form 21S (Findings of Fact for Special Exceptions)
- Form 21V (Findings of Fact for Variances)
- Form 24 (Notice of Public Hearing to Interested Parties)
- Instructions – Board of Zoning Appeals
- City-Campus-Community Collaboration Zone Map (Amended March 2015)
- City-Campus-Community Collaboration Zone Map Enlargement Area Map (Amended March 2015)