



**City of Sunset Hills - Planning & Zoning Department**

**Appeals to Board of Adjustment Submittal Checklist**

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: \_\_\_\_\_ Date: \_\_\_\_\_

Development Address(s): \_\_\_\_\_

Area of Tract: \_\_\_\_\_ Number of Proposed Buildings: \_\_\_\_\_

Current Zone: \_\_\_\_\_ Proposed Zone: \_\_\_\_\_

Developer Name: \_\_\_\_\_ Engineering Firm: \_\_\_\_\_

Attention: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Interest of Applicant: ( ) Owner ( ) Contract Purchaser ( ) Other \_\_\_\_\_

Petitioner Input		Staff Notes
Item	Included ( X )	
A copy of the order, requirement, decision, or determination of the City Engineer which the applicant believes to be in error.		
A clear and accurate, written description of the proposed use, work, or action to which the appeal is involved and a statement justifying the applicant's position.		
Where necessary, a plot plan, drawn to scale, in duplicate showing existing conditions and proposed plans for the area in question.		