

Appeal of an Order

to the
Board of Zoning Appeals

Policy and Procedure

Every appeal shall be made upon forms furnished by the Secretary—***Notice of Appeal and Application for Review***. The appellant shall provide all information requested on the form and any additional information requested in writing by the Chairman or Secretary which is necessary to inform the Board of the facts of the appeal. Failure to supply such information within sixty (60) days of the date of the Board's request shall be grounds for dismissal of the appeal.

All appeals shall be filed with the Secretary. The Secretary shall transmit one copy to the Commissioner or other officer or body from whom the appeal is taken. Upon receipt of an appeal, the Commissioner or other officer or body responsible for the original determination shall transmit to the Secretary of the Board all notes or papers relating to the order or decision from which the appeal is being taken.

A submission for an Appeal of an Order requires:

1. A Notice of Appeal and Application for Review form
2. A written statement explaining the reasons for the appeal
3. Any documentation necessary to support the reasons for the appeal
4. A copy of the inspector's order letter
5. A filing fee of \$300 made payable to the "City of Milwaukee"

Once all of the above requested information has been submitted to the Board office, it will be reviewed by the Secretary. The request will then be scheduled for the next available hearing before the Board. As a matter of public notice, such requests will be published as a regular hearing item on the agenda. The appellant's attendance at the hearing is not mandatory, however, it is requested. Notice of the hearing will be sent via U.S. mail to the appellant approximately one week prior to the hearing and will also be provided through the Board's general notice requirements.

The final disposition of an appeal shall be in the form of a written decision signed by the Chairman. Such decision shall either affirm, reverse, vary or modify the order, requirement, decision or determination appealed, in whole or in part, or dismiss the appeal for lack of jurisdiction or prosecution.