

Section 19.4.0 — Application and Hearing Procedures

.01 FILING OF APPEAL

- A. An appeal shall be filed by any person or firm aggrieved with the Zoning Administrator on a form provided for that purpose.
- B. A fee, the amount of which shall be set by the Township Board from time to time, shall be paid at the time of filing the Appeal.
- C. The filing of an appeal stay all proceedings in furtherance of the action appealed, unless a stay would create imminent peril to life or property.

.02 PUBLIC HEARINGS

- A. The Secretary of the Zoning Board of Appeals shall fix a reasonable time and date for the public hearing, not to exceed forty-five (45) days from the date of filing with the Zoning Administrator.
- B. Public notices shall follow procedures established in Section 22.2.01

.03 The Zoning Administrator shall provide the ZBA copies of all papers constituting the record upon which the action appealed was taken.

.04 The applicant or his agent shall appear at the public hearing in order for the application to receive consideration. If an applicant or his agent does not appear at the public hearing, the ZBA may table the application to a date certain or deny in whole the application.