



**BOARD OF ZONING APPEALS (BZA) SUBMITTALS:**  
**ADMINISTRATIVE REVIEW, CONDITIONAL USE**  
**(SPECIAL EXCEPTION) AND VARIANCE**

The Board of Zoning Appeals (BZA) (1) hears and decides all appeals on alleged errors committed by the building official or any administrative officer in the enforcement of the Zoning Ordinance; (2) hears and decides whether an applicant meets the conditions of a conditional use (special exception) permit as provided in the Zoning Ordinance; and (3) hears and decides all applications for variances.

Before applying for a conditional use (special exception) and/or a variance, the applicant is encouraged to schedule a preliminary discussion with Planning Staff who may be able to propose a solution that actually conforms to the Zoning Ordinance, and which, therefore, nullifies the need for a variance. However, if a request falls under the three powers of the BZA stated above, ONLY the BZA can make a ruling. In this regard, although a pre-application conference with Planning (and building) staff is advised, the applicant may still appeal to the BZA

