



## Applying to the BZA

The Board of Zoning and Building Appeals (BZA) does not have regularly scheduled meetings; meetings are scheduled when variance requests are filed.

Meetings are usually scheduled at 7:00 pm and held in the Council Chambers of the Municipal Building, 25 N. Second St.

As soon as a request is filed, BZA members are contacted to identify a date, far enough in advance to allow for distribution of required notices, when at least three members are available. The meeting date will be three to four weeks in the future. Depending on the nature of the project, approvals by the Historic District Commission and Planning Commission, and Municipal Council may also be required. Each review process has public notification requirements resulting in additional lead times.