



## Zoning Board of Appeals Process and Meeting Date Info

The City of Sherrill has seven (7) business days from the date of **COMPLETE** building permit submission to either grant or deny the building permit to the applicant. (A complete permit includes but is not limited to any supporting documentation including drawings, estimates, contractor info, insurances including workers comp. and/or the attestation form, permit payment, etc.)

If a permit is denied, and the applicant wishes to apply to the Zoning Board of Appeals (ZBA) for a variance citing a “non-self-created hardship” than the applicant must submit their **COMPLETE** variance application (including required documentation and \$40 payment) no less than 14 business days in advance prior to the scheduled monthly ZBA meeting. Dates are listed below for the remainder of 2023.

For a variance to be approved as super majority is required, meaning that 4 of the 5 ZBA members must vote in favor of request. The ZBA board has 30 days from meeting to render a decision.

Building Permit and Zoning Board of Appeal applications are the sole responsibility of the applicant (property owner) to be completed and submitted in whole.

### ***Upcoming Dates***

#### **September**

Application due by: September 12, 4:00pm

ZBA meeting: September 26, 6:30pm, Sherrill City Hall

#### **October**

Application due by: October 17, 4:00pm

ZBA meeting: October 31, 6:30pm, Sherrill City Hall

#### **November**

Application due by: November 14, 4:00pm

ZBA meeting: November 28, 6:30pm, Sherrill City Hall

#### **December**

Application due by: December 5, 4:00pm

ZBA meeting: December 19, 6:30pm, Sherrill City Hall