

Dear Board of Adjustment Applicant,

Enclosed is the packet for the City of Saint Hedwig's Board of Adjustment Application. Please allow a minimum of 4 to 6 weeks from the time the application is submitted to City Hall to the time the date of the public hearing is set.

Please take the time to read through each page before filling out the Board of Adjustment application located at the back of the packet.

The first page is the City of Saint Hedwig Zoning Ordinance guidelines the Board of Adjustment uses to guide their decisions on granting variances. Please note that if your request falls under any of the guidelines that prevent them from granting a variance, they will take that into consideration when hearing your request. Once the Board of Adjustments votes on the request their decision is final..

The second page is a list of all necessary documentation required for the application request to be reviewed and/or processed. The most important are the plat, survey, or site plans and the mailing addresses of all property owners located within 500 feet of the property lines (front, back, and side) of the property for which the request is being made.

The property owners will be notified of your request and a public hearing notice will be published in the Wilson County News no less than 17 days prior to the date of the public hearing in front of the Board of Adjustments.

In order for the City to process your application as quickly and efficiently as possible, you will need to fill out the application completely as well as including the necessary documents and fees when delivering the packet back to City Hall. If any of these items are not included with the original application packet, the application may be considered incomplete which will delay the City from processing the application. The City will not be able to process the application until the missing information and/or fees are provided. A check for the filing fee of \$75.00 should be made out to the City of Saint Hedwig and included in the application packet.

City Hall is open every Monday and Thursday from 5-7 PM (barring holidays), or you are welcome to drop the application off in the drop box and it will be processed on the next City Hall business day.

Should you have any questions regarding any of these requirements or specifications, please call the Planning and Zoning Commission at City Hall (210) 667-9568.

Sincerely,

The City of Saint Hedwig