

**CITY OF SPENCER**  
**ADMINISTRATIVE REVIEW REQUEST FORM**

1. This form must be completely filled out before the application will be accepted and placed on the Spencer Board of Zoning Appeals agenda.
2. The Board of Zoning Appeals will hold a public hearing on the administrative review request and call a meeting within thirty days of receiving a completed administrative review request form.
3. The Board of Zoning Appeals will hear the appeal of any appellant or property owner in regard to a decision by the codes enforcement officer, or any other administrative official of the city in regard to their decision or interpretation regarding the Spencer Zoning Code and/or Map.
4. All administrative review requests reviewed by the Board of Zoning Appeals shall be decided within forty-five (45) days of the day of application, with written notice being provided of approval or denial.

**PROPERTY OWNER**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

**REPRESENTATIVE (if different from property owner)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

**PROPERTY DESCRIPTION & LOCATION**

ADDRESS: \_\_\_\_\_

TAX MAP IDENTIFICATION: MAP #: \_\_\_\_\_ BLOCK # \_\_\_\_\_ PARCEL # \_\_\_\_\_

SIZE OF PROPERTY (Acreage/square feet) \_\_\_\_\_

ATTACH PROPERTY MAP IF NEEDED

**ZONING (Required):**

CURRENT ZONING CLASSIFICATION: \_\_\_\_\_

