



When an application is made for a new building or addition that is proposed for a use that requires a Special Use or Variance from the Board of Zoning Appeals, additional information is required before a denial letter can be obtained from the Development Center. The Board of Zoning Appeals is unable to accept applications until a complete denial letter has been provided.

Along with the use, other aspects of the project that are subject to the zoning code must be verified to be in compliance or included as an additional appeal. To accomplish this verification, a copy of the following items must be submitted to the manager of the Development Center:

- A site plan showing the location of the proposed new building or addition. Critical dimensions such as size of the lot, size of the building, and distances from building to lot lines must be indicated. This plan should indicate paved areas, parking lots, walkways, signs, and landscaping.
- Floor plans of the proposed building.
- Elevations of the proposed building
- A landscape plan (may be included on the site plan mentioned above). Such plans must indicate size and types of fences, walls, and berms along with location, types, and sizes of plants
- Plans and elevations showing the size, and placement of all proposed signage. Preliminary information

regarding the size, type, and location is acceptable

- A plan of operation as specified for the BOZA submittal.
- A completed BOZA application for contact purposes

Upon receipt of the above information, the Development Center staff will review the submitted information for completeness and verify that the proposal conforms to all other requirements of the zoning code. If the proposal is in conflict with some aspect of the zoning code, the applicant will be notified of those conflicts. The applicant may then decide to modify the plans to bring the project into conformance or add the nonconforming aspect to the appeal. If the applicant chooses to modify the plans, revisions will be required prior to issuing the denial letter.

In either case, the denial letter from the Development Center will be drafted and distributed. The applicant may then submit the required documentation to the Board of Zoning Appeals.

For more information about the denial letter, please call (414) 286-8210. For more information about the operations of the Board of Zoning Appeals, please call (414) 286-2501. Information is also available on the Internet at www.mkedcd.org/build and www.mkedcd.org/boza.