

**TOWN OF GREENVILLE  
ZONING BOARD OF APPEALS**

**DIRECTIONS FOR APPEARING BEFORE THE ZBA**

PLEASE NOTE: Read the following requirements carefully set forth by the Zoning Board of Appeals:

1. Submit a fee of \$60.00 with application to the Town of Greenville. Complete all required fields on the application.

*\*\*Please see attached fee schedule for any additional fees that may be required.*

2. Submit one (1) copy of the application (Notary Public Seal) no later than ten (10) business days before the next scheduled meeting. It is also necessary to provide the requested number of property maps needed. This amount will be provided by the ZBA Chairperson or ZBA secretary.

*\*\*ZBA meetings are held on the 2<sup>nd</sup> Tuesday of each month.*

3. You shall appear before the ZBA at the next scheduled meeting at which time the ZBA will (1) review the application (2) set a Public Hearing date if application is in order.
4. The Public Hearing will be scheduled after you have attended the ZBA review of application. At this time, the Board may require you to have additional information. This additional information must be completed and submitted one (1) week prior to the Public Hearing on your application.
5. Prior to the Public Hearing, you must notify all property owners within a minimum of 300 feet of the property lines with a Notice of Application for the variance. You must mail this notice via certified mail to the affected property owners at least ten (10) days before the Public Hearing (the easiest way to do so is to obtain copies of the legal notice appearing in the Times Herald-Record). The applicant shall submit proof of compliance of these mailings to the affected property owners at the scheduled Public Hearing.