



## FILING REQUIREMENTS

Applications will not be accepted unless the following requirements are submitted with this application.

- Filing fee. (Make check payable to the City of Ashland. Payments may also be made with cash or credit card if paid in person.)
- One site plan, drawn to scale, showing the location of all existing and proposed structures, improvements, and uses on the property, as well as any information required by ordinance (plans must be no larger than 8-1/2" by 14")
- Legal description of property
- Application **must** be signed by property owner.

*I/We understand and agree, upon execution and submission of this application, that I/we agree to abide by all provisions of the City of Ashland Zoning Ordinance as well as all procedures and policies of the City of Ashland Board of Zoning Appeals as those provisions, procedures and policies relate to the handling and disposition of this application; and that the information contained in this application is true and accurate to the best of my/our knowledge. I/we further agree that if I/we request that this application be deferred or my/our actions or inaction require deferral of this application, that I/we will pay an additional fee of \$150 prior to final consideration of this application to defray the additional costs incurred.*

(signature of applicant)	(printed name of applicant)	(date)
(signature of applicant)	(printed name of applicant)	(date)
(signature of property owner)	(printed name of property owner)	(date)
(signature of property owner)	(printed name of property owner)	(date)

<i>for Office Use only</i>		
<i>Filing fee received</i>	<i>Amount</i>	<i>Date</i>

**City of Ashland**  
**Community & Economic Development**  
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