

# Application Submittal and Review

## Appeal from an Administrative Decision Generally

§18.4.5.4.1, North Augusta Development Code  
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### Completeness Review

The approval process for an Appeal from an Administrative Decision Generally begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §18.4.5.4.1. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for an Appeal from an Administrative Decision must be made within fifteen (15) days of submission. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted.

### Required for all Appeals from an Administrative Decision Generally:

a.	Notice of Appeal.
b.	Required Fee.
c.	Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc.
d.	A recorded plat or legible plot plan or survey prepared by a land surveyor or civil engineer showing the property dimensions and locations and dimensions of any structures on the applicable property.
e.	Any architectural plans and elevations of affected structures, if applicable.
f.	Pertinent and relevant documents in support of the appeal, if applicable and available.
g.	Pertinent and relevant photographs or additional written information in support of the appeal, if needed and applicable to the appeal.
h.	An explanation and description of the appeal including the situation and the section(s) of the North Augusta Development Code and/or other City regulations and policies which may have been misinterpreted and which created the situation which led to the appeal.
i.	An explanation of the desired interpretation of the applicable section(s) of the Development Code and/or other City regulations and policies, and how the Director's interpretation is incorrect.
j.	A description of any unreasonable restrictions or prohibitions the administrative interpretation of the Development Code and/or other City regulations and policies would have on the utilization of the property and how the appellant is aggrieved.

### Compliance Review

After an Appeal from an Administrative Decision Generally has been determined to be complete, the application is reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. The application shall be scheduled for consideration by the Board of Zoning Appeals at the next regular monthly meeting following receipt of a complete application, provided that the complete application is submitted at least thirty (30) calendar days prior to said meeting. If additional information or revised plan submittals are necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.