



**ZBA Appeal of Administrative Decision
Applicant Certification Form**

Required for ALL applicants. Please read and initial the following statements:

I hereby request the action contained within this application relative to the property shown on the attached plats (if applicable) and site plan (if applicable) and further request that this item be placed on the Zoning Board of Appeals agenda for a public hearing.

_____ **Please initial here that you understand the Public Hearing Information**

I understand that my request will be postponed if all the necessary information and/or requirements are not presented.

_____ **Please initial here that you understand the Public Hearing Information**

I understand that I have an obligation to present all necessary information required by the Unified Development Code, to enable the Zoning Board of Appeals to make an informed determination on my request.

_____ **Please initial here that you understand the Public Hearing Information**

I understand that my request will be acted upon at the Zoning Board of Appeals public hearing and that I am required to be present or to be represented by the authorized representative as indicated on this application, so that someone is available to present all facts and answer questions. I understand that failure to appear at a public hearing may result in the postponement or denial of my request. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Forsyth County.

_____ **Please initial here that you understand the Public Hearing Information**

The Unified Development Code (UDC) of Forsyth County requires the landowner, applicant, or authorized representative to place the yellow public hearing sign(s) on the subject property at least thirty (30) days prior to the public hearing. In order to insure that the correct information is included on the public hearing sign(s), the Planning & Community Development Department will prepare the sign(s) and contact the applicant to pick it/them up and post the sign(s) on the subject property within the specified time frame. It is the applicant's responsibility to maintain the sign(s) until an application is withdrawn or the public hearing is held. The term "maintain" means that the sign(s) shall remain standing, be readable, and be updated regarding any changes in the date of the public hearing.

_____ **Please initial here that you understand the Public Hearing Information**

A signed affidavit with a dated photo of each sign(s) placing said sign(s) against a verifiable property landmark shall be submitted to the Planning & Community Development Department, no later than 21 days prior to the public hearing. Failure to submit the affidavit shall result in the postponement of the public hearing. The applicant shall be responsible for removal of all public notice signs within three (3) days of the final motion or date of withdrawal.

_____ **Please initial here that you understand the Public Hearing Information**