

INFORMATION SHEET FOR THE CITY OF TRUSSVILLE  
BOARD OF ZONING ADJUSTMENT

1. The Board of Zoning Adjustment **meets on the third Thursday** of each month at 7:00 p.m. at Trussville City Hall. The concurring vote of four members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the Building Official, or to decide in favor of the applicant on any matter upon which it is required to pass under this Ordinance, or to pass any variance in the application of this ordinance.
2. Applications for the Board of Zoning Adjustment must be completed and returned to City Hall with the **administrative fee no later than 1:00 pm on the second Thursday** of each month, at which time the City Clerk's office will notify all adjoining property owners of the hearing and offer them an opportunity to speak for or against the action.
3. A \$50.00 administrative fee will be collected before the application will be processed to help defray the personnel and postage costs of notification. This fee is non-refundable.
4. The applicant must appear in person or by agent or attorney at the hearing. Should the applicant fail to appear, the item will be removed from the agenda and will not be reinstated unless and until the appellant reapplies and pays the accompanying required application fee.
5. A second appeal cannot be made from the same subject matter on any action denied by the Board of Zoning Adjustment for a period of twelve (12) months from the date of denial
6. Any party aggrieved by any final decision of the Board of Zoning Adjustment, may appeal therefrom to the Circuit Court or court of like jurisdiction as provided by Section 011-52-81, Code of Alabama, 1975 or as same may be amended.