

(f) Appeals shall be taken within thirty days after the date of the decision of the enforcing officer or administrative commission, by filing with the Board a notice of appeal specifying the grounds thereof.

(Ord. 1991-8. Passed 7-16-91.)

1240.03 APPELLATE PROCEDURE.

There shall be a filing fee of \$50, with the check made payable to the Village of Timberlake, which shall be submitted, with written Appeal Application, to the Board of Zoning Appeals. Every appeal shall be made to the Board of Zoning Appeals in writing. The procedure for appeals shall be as follows:

(a) A written appeal shall be filed with the enforcing officer or administrative commission by the party aggrieved by any order or decision of the enforcing officer or administrative commission. Such appeal shall be accompanied by accurate plans and specifications of the proposed work, showing the plot of land to be built upon, together with the placement of the proposed building and all other existing or proposed structures.

(b) Every appeal shall be taken within thirty days from the date of any refusal by the enforcing officer or administrative commission to issue a permit.

(c) Any communication purporting to be an appeal shall be regarded as mere notice to seek relief and shall not be considered by the Board until it is made on the required form.

(d) Upon receipt of any such communication, the applicant shall be supplied with the proper form before placing his or her appeal. If he or she fails to file with the Board the form properly filled out and executed and fails to supply the required data within thirty days from the date of refusal of the permit by the enforcing officer or administrative commission, his or her case shall be dismissed for want of prosecution.

(e) Such appeal shall be accompanied by the sum of fifty dollars (\$50.00), either in cash or certified check payable to the Board of Zoning Appeals, which amount shall be used to defray the cost of the required notices. Any unused balance shall be returned to the appellant after the final action of the Board in each case.

(f) At the public hearing of the case before the board, the appellant shall appear on his or her own behalf or be represented by counsel. The appellant's side of the case shall be heard first and those in objection shall follow. To maintain order during the procedure, each side shall proceed without interruption by the other.

(g) Every person before the rostrum shall abide by the order and direction of the Chairperson. Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Board and shall be dealt with as the Chairperson deems proper.

(Ord. 1991-8. Passed 7-16-91; Ord. 2013-50. Passed 12-17-13.)

1240.04 NUMBERING OF APPEALS; ORDER OF HEARINGS; NOTICE.

(a) Appeals shall be assigned for hearing in the order in which they appear on the calendar thereof, except that an appeal may be advanced for hearing by order of the Board upon good cause shown.

(b) A minimum of five days notice of the hearing of an appeal shall be given by regular mail to all