

Process for Zoning Review:

- 1- Applicant brings completed zoning application, \$165.00 review fee, 3 sets of sealed drawings, and 3 boundary surveys to City Hall. Applications are available by mail or fax, or can be picked-up at City Hall.
- 2- The application & all documentation are delivered to Boyle Engineering on Mondays and Thursdays by the City.
- 3- Boyle reviews documents and issues one of the following to the City's General Services Coordinator:
 - a- letter indicating zoning compliance with the Code
 - b- letter indicating additional documentation is needed and/or the reason the application is not in compliance with the Code.
- 4- Packet is returned by Boyle to the City of Belle Isle General Services Coordinator.
- 5- If the application meets criteria for zoning compliance then the applicant is called to pick up the approved application packet. The City keeps one complete set of drawings, a copy of the application and engineering review letter.
- 6- The applicant then takes the approved application and the packet of materials to Orange County Building Department.
- 7- If the application does not meet the criteria for zoning compliance because of missing documentation, the applicant is faxed a copy of Boyle's engineering review letter and is instructed to bring the additional documentation to City Hall for further review. The additional information is forwarded to Boyle Engineering on the next regular delivery day. Once the application meets the criteria for zoning compliance then the applicant is called to pick up the approved application. The City keeps one complete set of drawings, a copy of the application and the engineering review letter. The applicant then takes the approved application and the packet of materials to Orange County Building Department.
- 8- If the application does not meet the requirements of the Belle Isle Code, (i.e. setbacks, height, etc.) the applicant is faxed a copy of Boyle's engineering review letter citing the reasons for non-compliance with the Code and is given 2 options:
 - a- applying for a variance from the City of Belle Isle Planning and Zoning Board
 - b- revising the drawings to meet the requirements of the Code
- 9- If the applicant chooses to apply for the variance, the City provides assistance with the variance process.
- 10- If the applicant chooses to make revisions to the drawings to meet the requirements of the Code, the additional information is forwarded to Boyle Engineering on the next regular delivery day. Once the application meets criteria for zoning compliance then the applicant is called to pick up the approved application. The City keeps one complete set of drawings, a copy of the application and the engineering review letter. The applicant then takes the approved application and the packet of materials to Orange County Building Department.