



Planning and Zoning Department

City Hall 203 E. Main Neosho, MO 64850 Phone 451-8050

SUBMITTING AN APPEAL TO THE BOARD OF ADJUSTMENTS

If the customer disagrees with the decision made, then the customer can submit an appeal and appear before the Board of Adjustments.

To submit an appeal, the customer must submit their request in writing within thirty (30) days of the decision being appealed to the Neosho City Clerk. The request must include at a minimum:

- The name of the official who made the decision you are appealing
- The date of decision that is being appealed
- Legal Description of the land involved in the appeal
- Address of the property involved in the appeal
- An explanation of why you feel there was an error
- Any evidence you may have to support the case
- Contact information of the applicant – Name, address, phone number(s), fax number(s), & email address
- Signature of the applicant
- The customer is responsible for producing evidence establishing the grounds of appeal.

The Office, Department, and/or Board in question will be responsible for producing any papers constituting the records upon which the decision was made (i.e. minutes, staff reports, agendas, etc...).

For a complete description of the Board of Adjustments, their guidelines, and how to apply for an appeal is available online at:

<http://www.neoshomo.org/codes/405.htm#405270>

or a printed copy may be obtained by coming by or calling City Hall at 417-451-8050.