

Instructions for Filing a Zone Board of Review Case

1. A Petition is submitted to the Chair of the Zone Board of Review.
2. Written statement:
 - a. Sets forth a description of the action, inaction or conduct that is believed to have to have been improper or incorrect.
 - b. The name of the person or group believed to have acted improperly.
 - c. The Circumstances believed to require answers, explanation or clarification.
3. Petition shall be accompanied by the filing fee of \$100.
4. Petition shall be filed within 90 days of the occurrence of the incident.

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