



Building
Advisory
Board

To be Completed by Staff →	Date Received	
	Hearing Date	

Attention Applicants: The Building Advisory Board meets the second Tuesday of each month. To be placed on an agenda, applications must be submitted *at least three weeks (or 15 business days)* prior to the next scheduled meeting. A non-refundable application fee must accompany the application. (See City of Salina Comprehensive Fee Schedule)

BUILDING ADVISORY BOARD APPEAL APPLICATION

Per Chapter 8, Section 8-169 of the Salina Municipal Code:

An application for appeal shall be based on a claim that the true intent of the applicable code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of any codes duly adopted or amended by this chapter.

(Applicant – Please complete Items #1 through #6)

- Applicant's Name _____
- Applicant's Address _____
- Telephone (daytime) _____ E-mail _____
- Address (or location of property) for which this appeal applies:

- Describe **in detail** the nature of your appeal with the code section(s); and describe the proposed form of construction/installation: (attach additional sheets if necessary)

- Provide applicable information supporting your appeal request/proposed construction: (attach additional sheets if necessary)

Applicant(s) Signature _____ **Date:** _____

If the applicant is to be represented by an authorized agent, please also complete the following information:

Name of representative: _____

Complete Mailing Address, including zip code _____

Telephone (Business): _____ **E-mail address:** _____

Following acceptance of this application you will be notified by the Building Official regarding a hearing date. The applicant (or authorized representative) is required to be present at the hearing.