



## Application for Variance or Appeal

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address (Es): \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Current/Most Recent Property Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Code section from which variance is sought: \_\_\_\_\_





The board of appeals shall not vary the regulations of the zoning code unless it shall make findings based upon the evidence presented to it in each specific case that (use the lines to explain how your request meets these criteria):

- (1) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;

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- (2) The conditions upon which an application for a variance is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification;

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- (3) The purpose of the variance is not based exclusively upon a desire to increase financial gain;

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- (4) The alleged difficulty or hardship is caused by the provisions of this chapter and has not been created by any persons presently having an interest in the property;

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- (5) The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; and

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- (6) The proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or impair natural drainage or create drainage problems on adjacent properties, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

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A variance is intended to relieve a hardship related to the property which would prevent normal use of the lot. A variance is not intended to maximize use of a property for convenience sake.





If the required supplemental materials, which constitute a completed application, are not submitted, the application will not be processed.

**Required Submittal Format**

1. An electronic submission via email/USB drive/CD/Download link; and
2. One (1) paper copy, no larger than 11” x 17” size.

Required Submittal Item	Applicant Submitted	City Received
1. Variance/Appeal Application		
2. Written description of project, including: <ol style="list-style-type: none"> <li>a. Hours of operation</li> <li>b. Anticipated delivery schedule</li> <li>c. Maintenance plan</li> <li>d. General use of the building and lot</li> </ol>		
3. Site Plan (drawn to scale), including: <ol style="list-style-type: none"> <li>a. Fully dimensioned property boundary</li> <li>b. All buildings (existing and proposed)</li> <li>c. Setbacks from property lines</li> <li>d. Identification as to whether all elements are “Existing” or “Proposed”</li> <li>e. Dimensioned parking spaces and drive aisle layout</li> </ol>		
4. Zoning Analysis Table <ol style="list-style-type: none"> <li>a. Land area (in acres and square feet)</li> <li>b. Building area (in square feet)</li> <li>c. Setbacks (required yards in feet)</li> <li>d. Floor Area Ratio (building area divided by lot area)</li> <li>e. Lot Coverage (building footprint divided by lot area)</li> <li>f. Height of all buildings and structures</li> <li>g. Percentage of greenspace (landscaped areas divided by lot area)</li> <li>h. Parking spaces</li> </ol>		
5. Review Fee		

**Acknowledgement and authorization signatures**

A variance is not like a building permit; applying does not mean it will be approved.

The approval may contain conditions of approval which must be adhered to.

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application.

Owner Signature (acknowledgement and authorization): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature (acknowledgement): \_\_\_\_\_ Date: \_\_\_\_\_

