



**ZONING BOARD OF ADJUSTMENT
VARIANCE APPLICATION**

SUBMISSION DATE: _____ VAR# _____

*Applicant(s) _____

Applicant's Mailing Address _____

Applicant's Phone _____ E-Mail Address _____

Property Owner(s) _____

Owner's Mailing Address (if different from applicant) _____

Address or General Location of Property (Provide Map) _____

Legal Description: _____

Property Size _____ Acreage _____

Reasons for and/or explanation of requested variance: (Attach Exhibits)

SIGNATURE

PRINTED NAME

*Agent Authorization Form if Not Owner

OFFICE USE ONLY

DATE OF MEETING: _____

DATE PAID: _____

DATE NOTICES MAILED: _____

BOARD VOTE: _____

ACCEPTANCE OF THIS APPLICATION IS NOT APPROVAL OF THE VARIANCE REQUEST. APPLICANT AND/OR REPRESENTATIVE MUST ATTEND MEETING. (APPLICATION FEE: \$200.00)

VARIANCE APPLICANTS

PLEASE READ THE FOLLOWING CONCERNING YOUR APPLICATION FOR A VARIANCE FROM THE ZONING ORDINANCE REQUIREMENTS. **YOU SHOULD PLAN TO ATTEND THE MEETING IN ORDER TO PRESENT YOUR REQUEST TO THE BOARD AND ANSWER ANY QUESTIONS THAT MAY ARISE. IF YOU DO NOT ATTEND THE MEETING, YOUR REQUEST MAY BE DEFERRED PENDING YOUR APPEARANCE.** IF YOU HAVE ANY QUESTIONS REGARDING VARIANCE PROCEEDINGS, PLANNING STAFF WILL BE HAPPY TO ASSIST YOU.

Conditions for a Variance

Variations from the strict application of the terms of this Ordinance shall be authorized only when the applicant demonstrates that the following conditions exist:

1. The variance requested arises from such condition which is unique to the property in question and which is not ordinarily shared by others in the same neighborhood or zoning district, and is not created by an action or actions of the property owners or applicant.
2. The particular physical surroundings, shape or topographical condition of the specific property involved would result in a practical difficulty or unnecessary hardship or inequity upon or for the owner or occupant, as distinguished from a mere inconvenience, if the provisions of the regulations were literally enforced.
3. The request for a variance is not based exclusively upon a desire from the owner, occupant, or applicant for increased financial gain from the property, or to reduce an existing financial hardship.
4. The granting of the variances will not be materially detrimental or injurious to, or adversely affect the rights of, owners or residents of surrounding property.
5. The proposed variance will not impair an adequate supply of light or air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety, substantially diminish or impair property values within the neighborhood, or otherwise be opposed to the general spirit and intent of this Ordinance.



Bill E. Couch, P.G., AICP
Director of Planning/Codes