



Variance / Appeal Application

Application must be accurately completed, and accompanied by all required materials at the time of submittal. Incomplete submittals will be returned to the applicant. The City cannot guarantee a deadline extension for omitted information or materials.

The following items shall accompany the Application:

- Application Fee: City Council Vairance/ZBOA Appeal: \$100.00 ZBOA Variance: \$200.00
- Proof of ownership (inlcuding designation of owner representative, if applicable).
- A legible site plan or plot plan of the subject property.
- A letter describing in detail the reason(s) for the request and the hardship on which the request is based.
- Other materials, as appropriate (i.e. photos, drawings, plats, petitions, etc.)

Please indicate the type of variance/appeal being requested below:

PROJECT INFORMATION

Project Name: _____

Project Address or Location: _____

Legal Description: _____

Parcel(s) Tax ID#: _____

Acreage: _____ Land Use: _____

OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Owner, check ONE of the following:

I will represent this application myself; OR

I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct.

Owner's Signature _____ Date _____

PROJECT REPRESENTATIVE (Complete If Designated By Owner)

Agent Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

You must attach a letter, which describes the conditions/reasons for your variance request, and addresses the following conditions that must be met:

1. Special conditions affecting the property are such that the strict application of the requirements would deprive the applicant of the reasonable use of the land.
2. The circumstances or conditions are not economic hardships created by the property owner.
3. The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant.
4. Granting of the variance will not be detrimental to the public health, safety or welfare, or, be injurious to other property within the area.
5. Granting of the variance will not have an adverse effect on surrounding properties, preventing the use and enjoyment of other land within the area in accordance with the regulations.

An undue hardship must be found, that meets the following criteria:

1. The literal enforcement of the regulations will create an unnecessary hardship or practical difficulty in development of the affected property.
2. The situation causing the hardship is neither self-imposed nor generally affecting all or most properties in the same zoning district.
3. The relief sought will not injure the permitted use of adjacent conforming property.
4. The granting of the variance will be in harmony with the spirit of the regulations.

A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it grant any person a privilege in developing their property that is not granted to another person who owns a similar property. No variance shall result in an undue hardship upon another property.