



APPLICATION FOR AREA VARIANCE

BOARD OF ZONING APPEALS

On a particular property extraordinary circumstances may exist making a strict enforcement of the applicable development standards of the Zoning Ordinance unreasonable and, therefore, the procedure for variance from development standards is provided to allow the flexibility necessary to adapt to changed or unusual conditions, both foreseen and unforeseen, under circumstances which do not ordinarily involve a change of the primary use of the land or structure permitted. Variances shall not be granted on the grounds of neither convenience nor reduced or greater profit, and evidence of variances granted under similar conditions elsewhere is irrelevant.

1. APPLICANT INFORMATION	
Applicant Name:	
Applicant Mailing Address:	
Phone:	Email:

2. PROPERTY INFORMATION	
Address of Property:	
Parcel #:	Zoning District:

Eight copies of a provided application must be submitted. In addition, the following information shall accompany the application of appeal:

- (1) Description of property and nature of variance. The application shall include the following statements:
 - A. The nature of the variance, including the specific provisions of the Zoning Ordinance upon which the variance is requested.
 - B. A legal description of the property.
 - C. A statement of the special circumstances or conditions applying to the land or structure and not applying generally throughout the zoning district.
 - D. A statement showing that the special conditions and circumstances do not result from the actions of the applicant.
 - E. A statement showing that the granting of the application is necessary to the preservation and enjoyment of substantial property rights.
 - F. Such other information regarding the application for variance as may be pertinent or required for appropriate action by the Board of Zoning Appeals.

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- (2) Plot plan. The application shall be accompanied by eight copies of a plot plan drawn to an appropriate scale showing the following:
- A. The boundaries and dimensions of the lot.
 - B. The nature of the special conditions or circumstances giving rise to the application for approval.
 - C. The size and location of existing and proposed structures.
 - D. The proposed use of all parts of the lot and structures, including accessways, walks, off-street parking and loading spaces, and landscaping.
 - E. The relationship of the requested variance to the applicable development standards and other requirements of the Zoning Ordinance.
 - F. The use of land and location of structures on adjacent property.
- (3) A list containing the names and mailing addresses of all owners of property within 250 feet of the parcel at issue.

Failure to appear during scheduled Board of Zoning Appeals hearing means the application will be deemed dismissed or withdrawn by the applicant.

Incomplete applications will not be accepted for review by the Zoning Inspector.

I certify that the information contained in this application and its supplements is true and correct.

Applicant Signature _____
Date



FOR ZONING STAFF	
Date Submitted:	Application #:
Date of BZA Hearing:	
BZA Decision:	

Zoning Inspector Signature _____
Date