

**BOARD OF ZONING APPEALS**  
**NOTICE OF APPEALS FOR A VARIANCE**

Please complete in ink and return to the Planning and Codes Administration Department with required attachments, information, and **filing fee of \$250**. Variance applications require a current survey of the property, and a designation of agent if owner is not the applicant. **Both sides of this application must be completed; incomplete applications will not be accepted.**

File no.: V ___-___	PIN: _____ - _____ - _____	Date submitted: / /	Board of Zoning Appeals meeting date: / /
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OWNER(S) INFORMATION			
Last name:	First:	Middle:	Interest <input type="checkbox"/> Sole owner <input type="checkbox"/> Co-owner
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: (    )	Fax no.: (    )	E-mail:	

APPLICANT INFORMATION			
<i>To be completed only if Owner is not Applicant:</i>			
Applicant's last name:	First:	Middle:	
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: (    )	Fax no.: (    )	E-mail:	

PROPERTY INFORMATION			
Property address:	Property dimensions:	Property area: _____ acres	Zoning district: _____

DESIGNATION OF AGENT		
<i>To be completed by Owner(s) only if Owner is not Applicant:</i>		
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request for a variance.		
_____	_____	_____
<i>Owner name</i>	<i>Owner signature</i>	<i>Date</i>
_____	_____	_____
<i>Owner name</i>	<i>Owner signature</i>	<i>Date</i>
<i>To be completed by Applicant:</i>		
I certify that the information in this request is correct.		
_____	_____	_____
<i>Applicant name</i>	<i>Applicant signature</i>	<i>Date</i>

## REQUIRED INFORMATION

### 1. Request for Variance

Applicant hereby appeals to the Board of Zoning Appeals for a variance from the strict application for the property described on this application from the following provisions of the Zoning Ordinance Section(s):

So that the appropriate permit may be issued to allow the use of the property in a manner shown on the attached survey with supporting documents and described as follows:

For which a permit has been denied by a zoning official on the grounds that the proposal would be in violation of the cited section(s) of the Zoning Ordinance.

### 2. Justification for Variance

The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by Set Law and the ordinance are met by the following facts:

- a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows:
  
  
  
  
  
  
  
  
  
  
- b. These conditions do not generally apply to other properties in the vicinity as follows:
  
  
  
  
  
  
  
  
  
  
- c. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property as follows:
  
  
  
  
  
  
  
  
  
  
- d. The authorization of the variance will not be of substantial detriment to adjacent properties or the public good, and the granting of the variance will not harm the character of the district as follows:
  
  
  
  
  
  
  
  
  
  
- e. The effect of the variance would not allow the establishment of a use not otherwise permitted in the zoning district, would not extend physically a nonconforming use of the land and would not change the zoning district boundaries shown on the official zoning map.

### 3. Documents provided

The following documents with a sealed survey are submitted to support this appeal:

*Use additional sheets if necessary.*