

Please print all information legibly



Town of Poetry Application for Zoning Variance

Explanation of Variance Request (please cite hardship or difficulty as described in the *Criteria for Approval*):

Date Submitted: _____

Filing Fee: \$75

Applicant's Name: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Phone Number: _____

Owner's Name*: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Phone Number: _____

Address or General Location: _____

Property ID(s) : _____

Site Acreage: _____ Current Zoning: _____

Legal Description: _____

**** See Next Page for Site Plan Requirements and the Criteria for Approval ****

Fee:	Received by:	Date:

***Note: The Applicant must provide a signed “Legal Authorization by Property Owner” from the owner, when submitting this application.**

Criteria for Approval

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;
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 properties;
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 Unified Development Code.

Zoning Variance Site Plan Requirements

The following information shall be shown on each site plan submitted to the Town with an application for a Zoning Variance. Drawing must be to scale with a graphic scale and North Arrow. One copy of the site plan shall be submitted initially with the application.

The general information and data listed below may not be applicable to all types of zoning variance. Please refer to the *Town of Poetry Zoning Ordinance*.

1. The location of all property lines and lot dimensions.
2. The location of all setbacks according to zoning.
3. The location of all existing structures with a solid line and proposed structures in a dashed line.
4. Include the dimensions of all structures, square footage and separation distances from the
5. structures.
6. The location and label of all adjacent streets, alleys, and access easements, to include known
7. utilities easements.
8. For signage, provide all details for signs.
9. The location of off-street parking areas.

Acknowledgement

I, being the undersigned applicant, certify that the information provided is true and correct to the best of my knowledge and belief and that I, or my authorized representative will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to public notice. Should I initiate withdrawal after public notice is given, the filing fee will be non-refundable. I also understand that all of the conditions, dimensions, building sizes, and/or parking areas depicted on the site plan shall be adhered to as amended and approved by the Board of Adjustment.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____



Town of Poetry Legal Authorization by Property Owner.

Property ID(s): _____

Property Address: _____

The *Legal Authorization by Property Owner* will be used by Town staff as the document confirming a person’s authority, rank or ability to perform a specific action or delegate their power/duties. This *Legal Authorization of Property Owner* is required to be completed by both the Owner of Record and Representative as part an *Application for Zoning Variance*.

I, _____ hereby give authorization to
Owner of Record - Print Name

_____ to complete and submit an *Application for*
Representative - Print Name and Entity
Zoning Variance.

This authorization will remain in full force unless revoked by written notice. If a new representative is selected, the Owner of Record will submit a new *Legal Authorization by Property Owner* in a timely manner to notify Town staff of the change.

Owner of Record - Signature

Date

Representative – Signature