

(TO BE USED FOR AN APPEAL OF A ZONING VARIANCE)

Name of Applicant _____

Basis for variance(Please be as detailed as possible and include specific citations to the zoning ordinance.)_____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

(PLEASE SEE BACK OF FORM FOR ADDITIONAL INFORMATION)
PLEASE INCLUDE ANY DOCUMENTS YOU WISH THE BOARD TO CONSIDER
WHEN HEARING THE APPEAL (EXAMPLE: PLATS, SITE PLAN AND ETC.)

DATE OF HEARING _____ APPROVED _____ DISAPPROVED _____

Application For Zoning Variance
(Requirements for completion of the application)

- 1.) Each application for a variance shall include a plat drawn to scale showing the following information:
 - a) All property lines, with dimensions.
 - b) Location of buildings and other structures, creeks, and easements referenced to the property line of the tract.
 - c) North arrow, land district and land lot marker.
 - d) Location of setback lines or other dimensional requirements from which the variance is sought.
- 2.) Certified copy of a Warranty Deed showing ownership of property and legal description.
- 3.) Provide a list of all adjoining property owners to include properties owned directly across a public or private street.
- 4.) Notify each adjoining property owner on the list by certified mail and provide the certified letter return receipts to the City Code Enforcement Officer. Notification must be done a minimum of fifteen (15) days prior to the scheduled public hearing for the variance request. Form letters will be provided by the City Code Enforcement Officer for the purpose of this notification.