



Request for Variance/ Special Use or Rezoning

Applicant,

The Variance/ Special Use/ Rezone process takes approximately 60 days and follows a step-by-step plan. We have one Zoning Hearing per month and that date will affect the flow and timeline of your application. The attached Zoning Hearing Schedule outlines dates for each step in the process. Please keep this sheet for your reference when you submit the rest of this packet.

- Please read and complete the entire application. Contact the Zoning Administrator if you have questions or need assistance.
- When completing the *site plan* all dimensions and setbacks must be provided and clearly indicated (as stated on the site plan sheet in this packet).
- Your property needs to be clearly marked as regards to the proposed construction (when applicable). We will do a site visit and take photos and measurements of the proposed project after reviewing your application.
- After the Variance/ Special Use or Rezone process is complete, the appropriate building permits will be issued when applicable. ***The cost of a building or fencing permit is a separate from the fee for this Zoning Variance process.***

Once you have completed the paperwork and it is turned in along with the fee (see below) due at the time of filing, your application will be reviewed, and the proposed site of construction will be inspected. We will contact you if needed.

Filing Fee	
8 Certified Letters \$10.44 ea.	\$83.52
Hearing Notice (local paper)	\$40.00
Hearing Fee	\$400.00

	\$538.520