



Zoning Variance Checklist

1. Description and Location of Property.
2. Dimensions and Square Footage of Property.
3. Use of Property.
4. Zoning District.
5. Section of Zoning Ordinance Pertaining to Request.
6. State Hardship (Be Specific).
7. Signatures of Surrounding Property Owners.
8. Seven Copies of Survey By Registered Surveyor Showing Existing Structures and Proposed Improvements in Relation to Property Line. Will Not Accept Plat Unless Drawn By Registered Surveyor. If Commercial, Show Parking Plan.
9. Applicant's Signature.
10. ~~\$100.00~~^{\$200.00} Application Fee (Non-Refundable).

Applicant: _____

Address: _____

Telephone Number: _____

Specify Request: _____

We, the undersigned property owners and neighbors of _____

Have been informed of the applicant's intention to request a variance from the zoning ordinance to allow the above request.

Stated below are our individual opinions—Recommend approval or disapproval of request.

Please Sign in Ink:

APPROVAL or

DISAPPROVAL

Name

Address

NOTE: No variance may be granted for a use which is prohibited by the zoning ordinance within the district in which the property is located.

Owner(s) of Property: _____

Address: _____

Telephone Number: _____

Brief Description and Location of Property: _____

Dimensions of Entire Property: _____

Square Footage of Entire Property: _____

Present use of Property: _____

Zoning: _____

Section of Zoning Ordinance Being Appealed: _____

Describe conditions causing hardship and state hardship that would be caused by enforcement of zoning ordinance: _____

Attach seven (7) copies of sketch (to scale) of the proposed request for variance in relation to the property involved and adjacent property. Identify unique characteristics of your property.

^{200.00}
~~\$100.00~~ fee received _____ by _____

Applicant's signature _____

date _____

Date of Hearing: _____

Action taken by Board of Appeals: _____

1. Does the variance being requested represent the very minimum change necessary to prevent hardship?
2. If the variance were to be approved, would it cause substantial adverse impact to an adjacent property owner or the neighborhood? Would it be detrimental to the public's good?

Example: If the approved variance placed a portion of your structure so close to a neighbor's property that his property rights were adversely affected, or if by granting a variance to the height limit more harm is done to general neighborhood than good is done for the applicant, then the variance should be denied.