

Zoning Board of Appeals Variance Application Revised 12.4.2023

1. PROJECT INFORMATION							
Project Name:	Associated Case (if applicable	9):					
Project Address/Location:	Existing Use of Property:						
2. CASE TYPE (Check appropriate application type)							
☐ Dimensional Standards	□ Parking	☐ Administrative Exception to Zoning					
□ Design Standards	□ Right-of-Way Access Standards □ Other						
□ Landscaping	□ On-Site Development Standards						
☐ Use Standards	□ Sign Regulation						
3. REASON FOR VARIANCE							
(please state specific request, be descriptive, attach	additional sheets as needed)						
4. PARCEL LEGAL DESCRIP							
(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)							
5. GENERAL LOCATION OF I							
(street address and/or frontage, and distance to cros	s street)						
6. ZONING INFORMATION							
Current Zoning District(s):							
Special Purpose Overlay District: (if applicable)							



Zoning Board of Appeals Variance Application Revised 12.4.2023

7. SITE AND BUILDING INFORMATION (Complete as applicable)							
Total Site Acı	res:	Proposed Building Use(s):					
Existing Build	ding(s) sq. ft. gross:	_Proposed Building(s) sq. ft. gross:					
Total sq. ft. g	ross (existing & proposed):	Proposed Height of Building(s):					
Number of Stories:		Ceiling Height of First Floor:					
Off-Street Pa	rking Required: (if applicable)	Off-Street Parking Provided:(if applicable)					
8. DIMENSIONAL STANDARDS							
Lot Area (sq.	ft.):Lot Coverage (total area in sq. ft.):	Lot Coverage Percentage of Total Lot Area:					
9. HAR	RDSHIP EXPLANATION						
how your r or hardsh determinat a. How	request meets these conditions. Please note that financial or ip cannot have been created by the current owner of the tion, an explanation is required for the following items: do the physical surroundings (i.e. shape, topographical conditions)	ng Board of Appeals must determine that all of the following conditions are met. State or self-induced conditions are not considered hardships. Any alleged difficulty property in question. In order for the Zoning Board of Appeals to make a itions, etc.) hinder the applicant from complying with the full extent of the ordinance or					
	ribe how the granting of a variance WILL NOT negatively import the essential character of the neighborhood.	pact the health, safety, and welfare of the general public in the immediate area OR					



Zoning Board of Appeals Variance Application

Revised 12.4.2023

10. CONTACT INFORMATION

If property owner designates an agent as the coordinator for the project, this person (the applicant) shall attend all necessary meetings and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS: ALL property owners must sign. All property owners must sign unless one person has the power of attorney to sign for others and that power of attorney is submitted with the application. A managing partner in a corporation may sign and submit written authorization. If in business name or corporation, list all persons owning 6% or more. Attach separate sheet if necessary.

Applicant Contact Information				☐ Check if Primary Contact			
Name:		Company (if applicable):					
E-mail:	Phone:		_Fax:				
Mailing Address (street, city, state, zip):							
Architect Contact Information				□ Check if Primary Contact			
Name:		Company:					
E-mail:	Phone:		Fax:				
Mailing Address (street, city, state, zip):							
Engineer Contact Information				□ Check if Primary Contact			
Name:		Company:					
E-mail:	Phone:		_Fax:				
Mailing Address (street, city, state, zip):							
Current Property Owner Contact Info	ormation			□ Check if Primary Contact			
Name:		Company:					
E-mail:	Phone:		_Fax:				
Mailing Address (street, city, state, zip):							
Designee Contact Name:	E-mail Address:		Phone:				
Property Owner, check one of the fo	llowing:						
□ I will represent the application myself; OR □ I hereby designate (insert name of project representative)							
Acknowledgment: I hereby certify that I am the owner of the proper is true and correct.	ty and further certify that the	information regarding propert	ty ownership provided	on this development application			
Property Owner Signature:	Date:	Applicant Signature:_		Date:			