



**BOARD OF ADJUSTMENTS
& APPEALS**

Variance Request Application

Official Use Only	
Request #	_____
Mtg. Date:	_____
Rcvd. Date:	_____
Rcvd. By:	_____

PROPERTY DETAIL

Property Street Address: _____
Property Legal Description: _____

Applicant Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax: _____
E-mail Address: _____

VARIANCE DETAIL

Applicable Ordinance: _____ Chapter: _____ Section: _____

State the unnecessary hardship, which you feel, would justify this variance being granted by the Board of Adjustments and Appeals.

Variance Requested-BE SPECIFIC [ex: Variance to reduce the required side yard setback for a detached accessory building from 10 feet to 6 feet]

REQUIRED MATERIALS FOR SUBMITTAL

Drawing-The applicant must provide a legible drawing, to scale, illustrating that which is being requested. For example, if a setback variance for an accessory building is being requested, then the drawing should indicate the proposed location of the accessory building, the distance from the accessory building, and property lines, etc.

Site Plan-

1. If you have a property survey it should be used as the basis for your site plan
2. Site plans do not have to be professionally prepared. They must be clearly drawn and legible. Line width/darkness must be adequate for photocopying. Dimensions must be accurate and proportional.
3. The following information must be provided on the site plan.

*Property Address

*Property boundaries and lot dimensions

*Location and size of all structures and fences on the property, even if they are not the subject of the application.

*Dimensions of structures for which a variance is being requested.

*Distance from applicable property lines of all structures for which a setback variance is requested.

It is your responsibility to determine where your property lines are and to insure that the information on your site plan is accurate.

	Official Use Only	
	Date	Initial
Completed Variance Request Application		
Site plan		
Copy of denied building permit application		
Drawing Illustrating the variance request		
Reciept (from finance dept. total \$345)		

APPLICANT AGREEMENT

*All decisions made by the Board of Adjustments and Appeals are final. Decisions cannot be appealed to City Council.

*All variance requests will be heard by the board not sooner than 30 days and not later than 90 days after submittal of a completed application. All required materials must be submitted with the application for the application to be considered complete. You will be notified by mail stating the date, time, and location of the hearing when your request is scheduled to be heard by the board.

I understand that filing this application does not constitute approval and incomplete applications will result in delays and possible denial. I further understand that the filing fee is non-refundable regardless of the action of the board.

Applicant Signature: _____ Date: _____