



BOARD OF ADJUSTMENT APPLICATION

The following items must be submitted for consideration:

1. One Site Plan with legal description of the property (1"=20');
2. PDF files for all exhibits submitted;
3. Title company certified property owner address list within 300' of property with one set of mailing labels; and
4. Application fee. (\$250)

The following information must be provided for the application to be considered complete:

APPLICANT INFORMATION:

Name: _____ E-Mail: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

PROPERTY OWNER INFORMATION: (Attach a separate sheet if there are multiple properties.)

Name: _____ E-Mail: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

PROPERTY INFORMATION: (Attach a separate sheet if needed.)

General Location: _____

Legal Description: _____

REQUEST INFORMATION:

This is a request for: (check one)

- An appeal of a determination of the Planning Director or Chief Building Official
- Interpretation of a zoning map
- Variance of the zoning ordinance to relieve a hardship

Please describe the reason for the request.

VARIANCE APPLICATION ONLY:

Please describe the proposed use related to the variance.

Please list the sections of the zoning ordinance from which you seek a variance.

Please explain how strict application of the zoning ordinance will produce undue hardship.

Please explain how the hardship is not shared generally by other properties in the same zoning district and in the same vicinity.

Please explain how the authorization of this variance will not be of substantial detriment to adjacent property, and the character of the district will not be changed by the granting of the variance.

Please explain how the granting of this variance is based upon reason of demonstrable and exceptional hardship as distinguished from variations for purposes of convenience, profit or caprice.

Please explain how the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable a general regulation to be adopted as an amendment to this chapter.

Please explain how the granting of the variance will not cause substantial detriment to the public good and will not substantially impair the intent and purpose of any ordinance or resolution.

Please note the following procedure:

1. *Please see the Planning Department's fee policy regarding revision/resubmittal fees.*

I, the undersigned, fully understand that a sign will be posted on my property and must remain on my property (in the location posted by City staff) until staff retrieves the sign, and permit City officials to access my property for the purpose of inspection related to the Board of Adjustment application request.

Owner Signature (or authorized agent)

Date