



APPLICATION

ZONING BOARD OF ADJUSTMENT

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Select Request Type:

- ☐ **Variance** – select one:
- ☐ Encroachment into a required setback ☐ Lot depth or width
- ☐ **Appeal of Administrative Official's Decision** – describe:
Administrative Decision in Question: _____

Note that a variance is permitted only where the literal enforcement of the provision of the Unified Development Code would result in an unnecessary hardship and where such variance is necessary to permit a specific lot which differs from other lots in the same district by being of such restricted area, shape or slope that it cannot be developed in a manner commensurate with the development permitted upon other lots in the same district. (Hardships cannot be self-created or for financial reasons alone.)

Request Information

LOCATION: _____ SUBDIVISION: _____ LOT(S)/BLOCK: _____

Owner Information

Firm Name (authorized representing agent, if applicable): _____

Owner Name: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

Applicant

Firm Name: _____ Name: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

Documents Required

- ☐ Dimensioned site plan with location of request (maximum of 11x17 in size or available electronically)
- ☐ Hardship Statement describing the variance requested and non-financial or non-personal hardship it will resolve
- ☐ Permit Review Comments Report

Once submitted, applications will be evaluated by a Staff committee to determine whether the ZBA has jurisdiction and can hear the request. Applicants will be notified after review, either:

- Their case has been scheduled with the ZBA, at which time the **fee** will be due; or
- The ZBA does not have jurisdiction and the case cannot be heard.

Preparer's Signature: _____

Printed Name: _____ Date: _____

FOR OFFICE USE ONLY

AMANDA Sequence Number: _____

