

Board of Adjustment
PROCESS FOR APPLYING FOR A CONDITIONAL USE PERMIT OR VARIANCE

A Conditional Use Permit or a Variance must be applied for by the owner. If a person other than the owner wishes to request a Conditional Use Permit or Variance, the owner must sign the application and write a letter to the Board of Zoning Adjustment stating that the applicant has the authority to represent the owner at the Board of Zoning Adjustment Meeting, and if they cannot be present, they are aware of the request, and are in agreement with the request.

1. The Address of the requested Conditional Use Permit or Variance

2. Owner Information: Name _____
Address _____
Telephone _____ or _____
3. Applicant Information: Name _____
Address _____
Telephone _____ or _____
E-Mail _____
4. Attach: Please attach a list of all Adjacent Property Owners and their mailing addresses. This includes the properties on each side, at the rear, and the front, which includes the properties across the street.
5. Attach: A copy of the deed for the property.
6. Attach: A written statement outlining what is being proposed including the Code Section pertinent to your request, and any other information or visual exhibit that might be relevant to this request.
7. The owner must sign the Notice of Appeal on the Applicant line. Also list the name of the Company, if applicable. **Do not fill out the remainder of the Notice of Appeal; that will be completed by the Codes Office.**
8. **Variance Request Fee - \$200.00** **Conditional Use Request Fee - \$200.00**
Appeal Fee - \$100.00
 - If you are applying for a variance, please include a drawing showing the building located on the lot showing how far the proposed building will be from the lot line for the requested variance.
 - Applications are due the first Wednesday of the month to be placed on the agenda for the Board of Adjustment Meeting held on the 4th Wednesday of the month.