



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 () _____
E-Mail _____

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 Application/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. Application fees must be paid at the time of submittal. Please refer to the current fee schedule.

- If you are applying for a variance, please include a drawing showing the structure located on the lot and indicate how far the proposed structure 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.

BOA Permit No. _____

BOARD OF ADJUSTMENT APPLICATION / NOTICE OF APPEAL

The undersigned hereby appeals to the Board of Zoning Adjustment for authorization of a
___ Variance ___ Conditional Use ___ Building Permit ___ Certificate of Occupancy for property located at

Complete the appropriate section below, A, B, or C.
Additional information may be supplied on separate sheets, if necessary.

Section A Appeal from INTERPRETATION of Ordinance by Building Inspector
Describe provisions of the Zoning Ordinance in question.

Section B CONDITIONAL USE
Describe provision of Zoning Ordinance requiring approval of Board of Adjustment in this case.

Section C DIMENSIONAL VARIANCE
Describe the provision of the Zoning Ordinance from which you are seeking a variance.

Was this lot a lot of record at the time zoning was adopted? _____
Describe unusual situation of property causing unnecessary hardship which justified
variance from terms of the ordinance.

Applicant _____ Date _____

Received by

Secretary, Board of Zoning Adjustment Date

Public Hearing: Date Advertised _____ Hearing Date _____

Notice Mailed To: Applicant? _____ Adjacent Property Owners? _____