



1. Address of the Property \_\_\_\_\_  
(Number and Street)

I (We) \_\_\_\_\_  
*Name (Please Print)* *Phone No. (Daytime)*

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Payment Validation

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**\*\*\*THIS FORM MUST BE TYPED\*\*\***

- (3) Percentage of lot coverage of all buildings on ground level \_\_\_\_\_%

d. Description of PROPOSED structures

- (1) Height of proposed structure \_\_\_\_\_
- (2) Height and area of existing structure \_\_\_\_\_
- (3) Dimensions and area of structure or addition to be constructed \_\_\_\_\_
- (4) Percentage of lot coverage of all buildings including proposed \_\_\_\_\_%

e. Yard setbacks after completion of addition/structure

- (1) Front Yard (measured from lot line) \_\_\_\_\_
- (2) Side Yard (measured from lot line) \_\_\_\_\_
- (3) Rear Yard (measured from lot line) \_\_\_\_\_

- f. A sketch drawn to scale depicting the above information shall Be included herewith.

3. TYPE OF VARIANCE REQUEST: NON-USE – Common regulations subject to non-use variance requests: setbacks, height or parking regulations, lot coverage, bulk or landscaping restrictions. Uniqueness: odd shape, small size, wetland, creek, natural features, big trees or slopes.

The applicant must present evidence to show that if the zoning ordinance is applied strictly, a practical difficulty to the applicant will result, and that all four of the following requirements are met: (please answer all four).

- a) That the ordinance restrictions unreasonable prevent the owner from using the property for a permitted purpose.

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- b) That the variance would do substantial justice to the applicant as well as to other property owners in the district, and a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners.

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**\*\*\*THIS FORM MUST BE TYPED\*\*\***

- c) That the plight of the landowner is due to the unique circumstances of the property.

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- d) That the alleged hardship has not been created by any person presently having an interest in the property.

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**\*NOTE:** When answering questions pertaining to use and non-use variances, additional paper may be used if necessary.

4. TYPE OF VARIANCE REQUEST: USE – A use variance permits a use of land that is otherwise not allowed in that zoning district. The applicant must present evidence to show that if the zoning ordinance is applied strictly, an unnecessary hardship to the applicant will result, and that all four of the following requirements are met (*please answer all reasons*):

- a) That the property could not be reasonably used for the purpose permitted in that zone.

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- b) That the appeal results from unique circumstances to the property and not from general neighborhood conditions

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- c) That the use requested by the variance would not alter the essential character of the area.

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**\*\*\*THIS FORM MUST BE TYPED\*\*\***

- d) That the alleged hardship has not been created by any person presently having an interest in the property.

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When granting any variance, the Board must ensure that the spirit of the ordinance is observed, public safety secured, and substantial justice done.

5. Interpretation of the Zoning Ordinance is requested because:

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6. Article and Section of the Zoning Ordinance that is being appealed:

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I hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true and correct.

\_\_\_\_\_  
Signature of Property Owner                      Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

NOTE: The Zoning Board of Appeals meets the first and third Monday of each month at 7:30 PM. The application must be filed with the City Clerk with a fee in the amount of \$375 a minimum of 14 days prior to council hearing.