

# APPLICATION FOR HEARING

**APPLICANT:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
number street

**Phone:** \_\_\_\_\_

**PROPERTY OWNER (if other than applicant):**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
number street

**Phone:** \_\_\_\_\_

**PROPERTY**

**Address:** \_\_\_\_\_  
number street

Do Not Write In This Space	Case No. _____
<b>CHECKLIST</b>	
<u>Action Taken</u>	<u>Dates</u>
Application filed.....	_____
Fee Paid: \$. .... ( )	_____
Receipt issued. .... ( )	_____
Placed on calendar. .... ( )	_____
... for meeting of Board on. ....	_____
Notice a) to applicant. ....	_____
of hearing b) to nearby property. ....	_____
mailed: owners. ....	_____
Sign sent for posting. ....	_____
Posting sighted by Z.O. ....	_____
Hearing held. ....	_____
Decision made. ....	_____
Notification of Decision Sent. ....	_____
Appeal filed. ....	_____

**EXACT LEGAL DESCRIPTION:** \_\_\_\_\_

**Present zoning districts:** \_\_\_\_\_

(A plot plan of property drawn to scale must be attached to this application. See instructions on attached instruction sheet).

**Date purchased:** \_\_\_\_\_ **Present use:** \_\_\_\_\_

month/day/year

**Lot, size: width, \_\_\_\_\_ depth \_\_\_\_\_, Proposed use: \_\_\_\_\_**  
area \_\_\_\_\_ sq. ft.

**Date of previous application if any** \_\_\_\_\_

**THE ABOVE-NAMED APPLICANT REQUESTS A HEARING BEFORE THE BOARD OF ADJUSTMENT AND A DETERMINATION ON THE FOLLOWING MATTER:**

**INTERPRETATION**    
  **SPECIAL PERMIT**    
  **VARIANCE**  
(fill in Section 1 below)                      (fill in Section 2 below)                      (fill in Section 3 below)

**1** **REQUEST FOR INTERPRETATION** and review of decision of Zoning Officer dated \_\_\_\_\_ 20\_\_\_\_ based upon an interpretation of Section \_\_\_\_\_ of the Zoning Ordinance.

**Nature of error claimed by applicant:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**REQUEST FOR SPECIAL PERMIT** as required by the Zoning Ordinance in Section \_\_\_\_\_  
The proposed use at the proposed location (see attached site plan) is claimed by the applicant:

- a. To be desirable to the public convenience and welfare for the following reason (s): \_\_\_\_\_
- b. To be in harmony with the various elements and objectives of the Comprehensive Plan: \_\_\_\_\_
- c. Not to be detrimental to the character of the neighborhood for the following reasons: \_\_\_\_\_
- d. To be consistent with such other standards as required by the Zoning Ordinance in Section \_\_\_\_\_  

<b>Standard</b>		<b>Provision for compliance</b>
_____	.	_____
_____	.	_____
_____	.	_____
_____	.	_____

3

**REQUEST FOR VARIANCE** of Section \_\_\_\_\_ of the Zoning Ordinance under which the Zoning Officer refused to issue a permit on \_\_\_\_\_, 20\_\_\_\_.

**NATURE OF VARIANCE REQUESTED** \_\_\_\_\_

**THE APPLICANT BELIEVES THE VARIANCE SHOULD BE GRANTED BECAUSE:**

- a. He is unable to make reasonable use of his property for the following reasons: \_\_\_\_\_
- b. The unnecessary hardship on his property is:
  - ( ) The result of the application of the Zoning Ordinance
  - ( ) Due to unique physical circumstances of the property in question not shared by other properties in the vicinity.
  - ( ) Not financial in nature.
  - ( ) Not self-created.
- c. The proposed variance will not alter the essential character of the neighborhood nor impair the use of adjacent property for the following reasons: \_\_\_\_\_
- d. The variance requested represents the minimum variance that will afford relief for the following reasons: \_\_\_\_\_

Additional information required by the Board of Adjustment is attached.

**NOTE:** I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Dated \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

# HEARING APPLICATION INSTRUCTIONS

**1**

**THE APPLICATION FORM must be filled out completely with full answers to every statement and question. The application MAY NOT be signed by an agent or attorney but MUST be signed by the lessee, owner, or owners.**

**2**

**THE FILING FEE required in the amount of per attached schedule, must be paid at the time of filing application. This fee only partially covers the extra cost to the municipality of investigating and processing the application through its various stages.**

**3**

**INFORMATION REQUIRED FOR SPECIAL PERMIT OR VARIANCE APPLICATION. Each APPLICATION for a special permit or variance must be accompanied by the information below and must be submitted on sheet size 8 ½ inches by 11 inches or multiples thereof.**

- a. **Site Plan: including location and use of open spaces and structures and other improvements on the lot. Must be drawn to a scale of 1 inch = 20 feet for lots less than ½ acre and to a scale of 1 inch = 40 feet for larger lots.**
- b. **Ground floor plans and elevations of proposed structures.**
- c. **Names and address of adjoining property owners and such others as the Zoning Officer may require.**
- d. **Additional information required by the Zoning Ordinance for special uses.**

**4**

**PHOTOGRAPHS REQUIRED FOR SPECIAL PERMIT OR VARIANCE APPLICATION. PHOTOGRAPHS of the property involved not over 8 ½ x 11 inches but of adequate size to illustrate the condition of the property under discussion are always helpful and are requested as exhibited with this application.**

**5**

**When all above listed requirements are met, file Application, Plans and other exhibits with the Secretary to the Board of Adjustment and pay the Filing Fee. The Application must be complete in every respect, with ALL questions and demands answered before the staff can receive and certify the Application.**