

Meeting Date: \_\_\_\_\_



**BOARD OF ADJUSTMENT  
APPLICATION FOR VARIANCE  
FEE: \$ 150.00**

**\*Applicants are responsible for attending the meeting and providing proof of a hardship.**

Name (applicant): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name (owner): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property address where variance is sought: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Site Plan Required:** A “top view” or overhead plan, drawn to scale, showing all existing and proposed buildings, structures, fences, lot lines, dimensions and other relevant information regarding the request shall be submitted with all applications.

**Brief statement regarding the variance desired:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Brief statement explaining how your request meets the following criteria:**

Describe special conditions specific to the property (irregular lot boundary, size, unusual topography, etc.) that make it difficult to meet the ordinance requirements and explain why the rules cause an unnecessary hardship that does not affect surrounding properties in the same way:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BOARD OF ADJUSTMENT**

Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Board of Adjustment

\_\_\_\_\_  
Date