

APPLICANT INFORMATION

PLEASE RETAIN THIS SHEET FOR YOUR USE IN PRESENTING YOUR VARIANCE REQUEST BEFORE THE BOARD.

CRITERIA: The Board of Adjustment is authorized to grant variances to the Zoning Code in specific cases where a literal enforcement of the Zoning Code results in unnecessary hardship. The following criteria must be shown by the applicant in order to have a variance granted.

- 1) Special conditions and circumstances must exist which are peculiar to the land, structure or building involved and are not applicable to other land, structures or buildings in the same zoning district.
- 2) The literal interpretation of the provisions of the zoning code would deprive the applicant of the rights commonly enjoyed by other properties in the same zoning district.
- 3) Special conditions and circumstances do not result from the actions of the applicant.
- 4) Granting the variance will not confer on the applicant any special privilege that is denied by the zoning ordinance to other lands, structures, or buildings on the same zoning district. No nonconforming use of the neighboring lands, structures or buildings in other zoning districts shall be considered grounds for the issuance of a variance.

APPLICANT'S PRESENTATION: The Chairman may apply the following standards for presentations when deemed necessary. Each individual applicant will have five minutes to present his/her request, and a group will be limited to ten minutes with rebuttal time limited to three minutes. All comments, pro or con, from the other interested parties will be limited to three minutes.

ALL APPLICANTS SHOULD SUBMIT SEVEN (7) COPIES OF ALL INFORMATION REQUESTED. APPLICANT MUST LIMIT THE SIZE OF INFORMATION SUBMITTED TO 11x17.

The information on this page is provided to assist you. Please bring it to the meeting, and use it as a guide during your presentation. The Board of Adjustment meets the third Tuesday of each month in the Commission Chambers at 5pm. The Chairman will call the meeting to order and explain the rules and procedures at that time.