

REQUEST FOR DIMENSIONAL VARIANCE
APPLICATION

Subject Property Address: _____

Owner: _____

Applicant: _____

Address: _____

Address: _____

Phone No. _____

Phone No. _____

Current Zoning District: _____

Requirements of Applicant:

1. Letter stating reason for requested dimensional variance.
2. Copy of the written legal description.
3. Site plan, building elevations and floor plan drawings on 8.5" x 11".
4. Four complete sets of working plans.
5. Proposed signage to include color and size.
6. \$250.00 fee required for processing.

Requirements for Granting Variances: (*Section 3004.01 – Zoning Ordinance*)

- (a). Applicant shall demonstrate that special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
- (b). Applicant shall demonstrate that literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under terms of this Ordinance.
- (c). Applicant shall demonstrate that granting the variance will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures or buildings in the same district.

Applicant shall be present at the Planning and Zoning Commission meeting and Mayor/Board of Aldermen meeting. Documents shall be submitted thirty (30) days prior to the Planning and Zoning Commission meeting.

Applicant is responsible for complying with all applicable requirements of the Zoning Ordinance.

By signing this application, it is understood and agreed that permission is given to the Zoning Administrator to have a sign erected on subject property, giving notice to the public that said property is being considered for a dimensional variance.

Applicant Signature

Date

Property Owner Signature

Date

SITE PLAN REQUIREMENTS

- 1. Five (5) sets of scaled drawings
- 2. Lot lines (property lines), North arrow, scale.
- 2. The zoning of adjacent lots.
- 3. The names of owners of adjacent lots.
- 4. Rights-of-way of existing and proposed streets, including streets shown on the adopted Thoroughfares Plan.
- 5. ACCESS WAYS: curb cuts, driveways and parking (including number and size of parking spaces to be provided including ADA parking) and loading areas.
- 6. All existing and proposed easements.
- 7. All existing and proposed water and sanitary sewer lines; also the location of all existing and proposed fire hydrants.
- 8. Drainage plan showing all existing and proposed storm drainage facilities. The drainage plan shall indicate adjacent off-site drainage courses and projected storm water flow rates from off-site and on-site sources. MSL
- 9. On request by the Zoning Administrator, contours at vertical intervals of five (5) feet or less. MSL
- 10. Floodplain zone designations according to maps prepared by the Federal Emergency Management Agency, Federal Insurance Administration, and any proposed floodway modifications.
- 11. Landscaped areas and planting screens required by Section 404 and Article XXVI.
- 12. Building setback lines and the location of all structures, existing and proposed.
- 13. Proposed uses of the land and buildings, if known.
- 14. Open space and recreation areas, when required.
- 15. Area (in square feet and/or acres) of parcel.
- 16. Proposed gross lot coverage in square feet (i.e., that portion of a lot occupied by buildings and structures).
- 17. Number and type of dwelling units (where proposed).
- 18. A "development plan" (see Section 3009.04) when staging of development is proposed including a lot takedown schedule.
- 19. Any additional data necessary to allow for a thorough evaluation of the proposed use (signs, fences, trash enclosures, accessory structures, address or parcel number).
- 20. Proposed elevations indicating the general design, style, and architecture of all buildings or structures.
- 21. Proposed materials and color schemes to be utilized in the construction of the exterior of buildings and structures.
- 22. Number of stories and total square feet, including a notation as to the square footage on each floor or level, floor plans.
- 23. Proposed height in feet.
- 24. Color pictures of adjacent properties and any structures on subject property.