

**REQUEST TO BE PLACED ON THE AGENDA OF
THE BOARD OF ADJUSTMENT AND APPEAL
APPLICATION FOR CONSIDERATION OF A:
VARIANCE – APPEAL – SPECIAL EXCEPTION**

VARIANCE <input type="checkbox"/>	APPEAL <input type="checkbox"/>	SPECIAL EXCEPTION <input type="checkbox"/>
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PROJECT INFORMATION

Subject property street address		Date submitted	
Legal Description	Subdivision	Section or Block	Lot Number

CONTACT INFO

Property Owners Name	Phone Number	Email	
Mailing Address	City	State	Zip

REQUEST DETAILS

Explanation of request

REQUIRED ITEMS

- Copy of plat or survey of subject property.
- If the application is for a variance, attach a detailed drawing of a plot plan showing location of the area of the property that will be affected by this request.
- Include a letter describing in detail the reason(s) for the request and describe the hardship on which the request is based.
- Appropriate check list completed and signed.
- If application is for an appeal, state in the explanation of request above the decision of the city official and/or application/permit denial that is being appealed. Please include a copy of any applications and written correspondence from the City official that you may have.
- All filing fees, and related fees must be paid before the request will be put on an agenda.
- Application must be signed by all legal owners of the subject property or by the legally authorized agent for the property owner(s).
- Application fee \$825.00

APPLICANTS SIGNATURE

Applicants signature	Printed name	Date
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FOR CITY USE ONLY

Reviewed and accepted for filing by:

Name: _____ Title: _____ Date: _____

Meeting date: _____ \$825.00 Application fee paid

Action from meeting: _____

City of Jonestown

VARIANCE CHECKLIST

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the request for a variance owing to special conditions inherent in the property itself? Example: The property has an odd shape, large trees would have to be cut to meet building requirements, hill, bluff, or creek reduces building area of the lot
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the condition unique to this property?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is this condition self-imposed or self-created?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will literal enforcement of the zoning ordinance result in unnecessary hardship? Example: Protected trees would have to be removed, minimum square footage could not be met due to terrain or shape of the lot.
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will the hardship prevent any reasonable use of the property without a variance? Without the variance the property owner would be denied the use of the property.
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Would the granting of the variance be contrary to the public interest, or have an adverse effect on the surrounding property?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the request within the spirit of the zoning ordinance?

Comments: _____

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<p>The variance request has been reviewed for compliance using the checklist and is</p> <p> APPROVED FOR PROCESSING <input type="checkbox"/> REJECTED FOR NON-QUALIFYING <input type="checkbox"/> </p>		
Reviewed by _____	Title _____	Date _____