

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

VARIANCE <input type="checkbox"/>		APPEAL <input type="checkbox"/>		SPECIAL EXCEPTION <input type="checkbox"/>	
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					
<input type="checkbox"/> Copy of plat or survey of subject property. <input type="checkbox"/> If 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. <input type="checkbox"/> Appropriate check list completed and signed. <input type="checkbox"/> 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. <input type="checkbox"/> All filing fees, and related fees must be paid before the request will be put on an agenda. <input type="checkbox"/> Complete attached Variance Checklist <input type="checkbox"/> Application fee \$825.00					
APPLICANTS SIGNATURE					
_____		_____		_____	
Applicants signature		Printed name		Date	

FOR CITY USE ONLY		
Reviewed and accepted for filing by:		
Name: _____	Title: _____	Date: _____
Meeting date: _____	\$350.00 Application fee paid <input type="checkbox"/>	
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: _____

FOR CITY USE ONLY		
<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 _____