

**ZONING BOARD OF ADJUSTMENT
VARIANCE REQUEST CHECKLIST
(As of July 14, 2004)**

FINDINGS OF FACT (REQUIRED):

Deviation from the literal provisions of the Zoning Ordinance? _____ YES
_____ NO (Stop, variance not required).

CONDITIONS FOR VARIANCE (ALL MUST BE MET):

- Not contrary to the public interest? _____
- Literal enforcement of Zoning causes unnecessary hardship? _____
- Is the unnecessary (physical) hardship due to the unique character of the property:
 - _____ Exceptional Narrowness?
 - _____ Exceptional Shallowness?
 - _____ Irregular Shape?
 - _____ Irregular Topography?
 - _____ Physical Situation Unique to the Property?
- Is the “spirit” of the Zoning Ordinance preserved? _____

THE APPLICANT HAS THE BURDEN OF PROVING THAT THE FOREGOING CONDITIONS HAVE BEEN MET.

NO VARIANCE SHALL BE GRANTED TO PERMIT USE IN A ZONING DISTRICT IN WHICH THAT USE IS PROHIBITED.

The **written** application and fee (\$150) with sketch plan (drawn to scale), survey, site plan and/or plat is due the last Friday of every month for the Board meeting the 4th Thursday of the subsequent month. Application must be complete with supporting documentation and any additional submittals (e.g. photos, letters, etc).

Application must be posted in the newspaper no later than 10-days prior to the meeting of the Zoning Board of Adjustment. Additionally, submission requires a public mail-out to all property owners within 200’ of the site of the proposed exception.

The session will be posted in accordance with the open meetings act.