



Tom Murphy, AICP  
 Planning & Zoning Administrator  
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Administrative Use Only	
Application Number: _____	Fee Paid: \$ _____
_____	_____
Planning & Zoning Admin. Signature	Date

**Variance Application**

**Items Needed for a Variance:**

1. Application for Zoning Compliance/Sign Permit Application
2. Application for Variance
3. Letter to the Board of Zoning Appeals detailing the nature of the request.
4. Please provide the deed to the property, enabling us to publish the legal description of the property in the legal advertisements in the newspapers.
5. \$300.00 fee.
6. Plot Plan

***A meeting may be arranged as needed. It is required that you or an authorized representative be present before the Board of Zoning Appeals for the request to be addressed.***

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

List of Related Applications: \_\_\_\_\_

Description of Proposed Variance:

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**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

***The applicant hereby certifies that all statements and representations provided above are true and accurate to the best of their knowledge.***

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date