

**APPLICATION TO BOARD OF ZONING APPEALS**

**FILE NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE FILL OUT EVERY BLANK. INCOMPLETE APPLICATIONS WILL NOT BE TAKEN TO THE BOARD OF ZONING APPEALS.**

**1. APPLICANT:** \_\_\_\_\_

**2. ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **HOME** \_\_\_\_\_ **WORK**

**3. LOCATION OF SUBJECT PROPERTY:** \_\_\_\_\_

(Street and Number)

\_\_\_\_\_.

(Zoning District)

**4. TYPE OF APPEAL:** (Check one or more, if needed)

- Administrative Review or Zoning Administrator's Interpretation of Zoning Ordinance or Zoning Map
- A variance from the area requirements of the Zoning Ordinance
- A variance from the requirements of the Flood Ordinance
- Denial of Administrative Permit
- Non-conforming use to another non-conforming use

**5. DESCRIBE THE VARIANCE NEEDED:** Fro example, on buildings, do you need a variance from the setback requirements? If so, how much. Is it on the front, back or side? For the flood control ordinance, how much of a variance do you need?

**A. Type of variance needed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Size of variance needed (in feet) and where (side yard, front yard, etc.):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. WHY DO YOU NEED THE VARIANCE?** How would complying with the current ordinance impose an undue hardship or practical difficulty?: \_\_\_\_\_

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**7. ATTACH SKETCH.** For buildings, show size and location of building, setbacks and property lines. Give us all pertinent information so that we may understand exactly what it is you want to do.

**NO VARIANCE REQUEST WILL BE CONSIDERED WITHOUT A SKETCH (SITE PLAN)!!**

**NOTE TO THE APPLICANT:** Please check this application for providing the following information:

- A site plan
- Size of variance needed
- Type of variance needed
- Where variance is needed
- Reason for variance
- Notarized statement from adjoining property owners

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APPLICANT'S SIGNATURE  
(Must be the property owner)

**NOTE: FEE – \$50.00**