



APPLICATION TO THE BOARD OF APPEALS

City Ordinance § 115-310(a) requires that the applicant must be the owner.

OWNER INFORMATION

Owner's name: _____
Owner's address: _____
Phone: _____ Fax: _____ Email _____

APPLICANT'S CONTACT INFORMATION

Contact name: _____
Company Name: _____
Contact address: _____
Phone: _____ Fax: _____ Email _____

PROPERTY INFORMATION FOR REQUESTED VARIANCE

Tax Parcel Number _____ Size in Acres _____
Current zoning: _____ Project Name: _____
Address _____
Number of existing structures _____

DESCRIPTION OF REQUESTED VARIANCE

(Attach additional documentation if necessary)

JUSTIFICATION OF REQUESTED VARIANCE

(Attach additional documentation if necessary)

REQUIRED ATTACHMENTS

- Legal description Vicinity Map
- Site plan (to scale) showing existing and proposed improvements. (2 copies: (1) 11"x17" and (1) full size)

DEADLINE AND HEARING SCHEDULE

The Board of Appeals meets on the 4th Thursday of each month. All applications must be submitted by the 4th Thursday of the previous month.



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STATEMENT

Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months? Yes No

If yes, please list the board and reference number: _____

OWNER'S SIGNATURE

City Ordinance § 115-310-a requires that the applicant must be the owner.

Signature Date

CITY USE ONLY. DO NOT WRITE IN THIS BOX.

Date received: _____ Receipt Number: _____ Application Number: _____

Fee Paid \$ _____ Meeting Date: _____

Decision: _____

Notes: _____

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