



# 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 4<sup>th</sup> Thursday of each month. All applications must be submitted by the 4<sup>th</sup> 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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