

ZBA Variance Application Check List:

The following must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays to your application: (Please ✓ when complete)

A. **Variations:** Detail in writing responses to all the following:

- ___ 1. The special conditions, circumstances or characteristics of the land, building or structure that prevent compliance with this ordinance.
- ___ 2. The particular hardship which would result if the specified provisions or requirement were to be applied to the subject property.
- ___ 3. The extent to which it would be necessary to vary the requirements of this ordinance in order to permit the proposed construction on, or use of, the property.
- ___ 4. An explanation of how the requested variance conforms to each of the standards set out in subsection 31-092(b):
 - ___ a. The particular physical surroundings, shape or topographical condition of the specific property involved would result in an unnecessary hardship upon the owner as distinguished from a mere inconvenience of the strict letter of the regulations were carried out;
 - ___ b. The conditions upon which the petition for a variance is based would not be applicable, generally, to other property within the same zoning classification;
 - ___ c. The alleged hardship has not been created by any person presently having an interest in the property;
 - ___ d. The granting of the variance will not be detrimental to the public health, safety or welfare, or to other property, improvements or the character in the neighborhood which the property is located;
 - ___ e. The granting of the variance is in keeping with the purpose of the zoning district for which the property is located and in keeping with the City's comprehensive plan.
- ___ 5. A site plan describing the property boundaries, the existing and proposed structures and setbacks.
- ___ 6. A complete list of the names and mailing addresses of all owners of record of all land within 185 feet of the perimeter boundaries of the property.
- ___ 7. Any other information as directed by the board or the chief building official to be deemed necessary for the board to make an appropriate decision.