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Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\* I hereby certify that all information provided is true and correct and all submission requirements have been met.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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TO BE COMPLETED BY PLANNING:

### VARIANCE

This application for a Variance is hereby:

Approved

Disapproved

Conditionally Approved (SEE ATTACHED CONDITIONS)

based on the Zoning Board of Adjustment's action on \_\_\_\_\_  
(DATE) \*

\* The applicant shall obtain a building permit within 180 days from the date of this approval.

\_\_\_\_\_  
DEVELOPMENT SERVICES DESIGNEE

\_\_\_\_\_  
DATE

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### INSTRUCTIONS FOR VARIANCE

Submission Requirements: Submit site plan drawn to scale

Variance Procedure Fee: \$200.00

1. Submit completed application at least 30-days prior to the Zoning Board of Adjustment meeting date along with the prescribed fee. The Zoning Board of Adjustment meets the third (3<sup>rd</sup>) Wednesday of each month at 1:30 p.m. in the City Council Chambers, Memorial Auditorium, 1300 Seventh Street, First Floor.
2. A staff report for this application will be mailed to the applicant at least ten (10) days prior to the Zoning Board of Adjustment meeting date.

If you have further questions, please call the Planning Division at (940) 761-7451.