Board of Adjustment Hearing Application "Zoning"

Date					
Applicant			F	Phone	
Property address		City _		Zip _	
Lot Block	Addition _				
Owner name if different from applicant _				Phone	
Mailing address for notification of pendin	ng Board determ	ination:			
Name					
Address	City _		State	e	_ Zip
Owner is giving (print applicant name) _			authority to	represent h	im/her at the hearing.
Owner's printed name		Owner's	signature		
*******	******	*****	*****	*****	******
Applicant is making a request from the C	Carrollton Comp	rehensive Zonin	g Ordinance, Arti	cle:	
& Section No.:	Check one:	Appeal □	Variance □	Special 1	Exception
Describe request					
Describe hardship					
Applicant hereby requests that this case by	be reviewed by t	he Board of Adj	justment for a deci	ision.	
I do hereby certify that the above stateme	ents are true and	correct.			
Date Applicant's si	gnature				
On this day of	20	before me			the
undersigned notary public, personally app					
me on the basis of satisfactory evidence t					
he/she executed it.					
WITNESS my hand and official seal:					
	[Seal]				



BUILDING INSPECTION DEVELOPMENT SERVICES

***********************T0	he	completed by	Ruilding	Inspection*	*****	*****
10	שט י	completed by	Dunumg	mspechon.		

In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that \underline{all} of the following conditions are met.

- a) The requested variance does not eliminate any requirements of this ordinance or its amendments and does not allow any prohibited signs.
- b) The hardship is not in any way the result of the applicant's own action.
- c) The hardship is peculiar to the property of the applicant and not due to the general conditions of the neighborhood. Economic gain or loss shall never be sufficient grounds for the finding of a hardship or the granting of a variance.

Staff comments relative to a, b and c above:	
Date Building Inspection	on staff
****** Board	of Adjustment Action ****************
File number: BOA	
Date of action	
Subject property address	
Subject to the following conditions:	roved
Attest:	
Chairman/ Board of Adjustment	Secretary/ Board of Adjustment
Action mailed to applicant – date:	
Action received in person by applicant data:	

Board of Adjustment Variance Worksheet

In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that <u>all</u> of the following conditions are met. State how your request meets these conditions. Please note that the stated hardship shall not be financial or self-induced.

d)	The requested variance does not violate the intent of the ordinance or its amendments.
e)	Special conditions of the restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to other parcels of land in the same zoning district.
f)	The hardship is in no way the result of the applicant's own actions.
g)	The interpretation of the provisions in this ordinance or its amendments would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions.

Items to Include with your Application of Request for a Hearing Board of Adjustment

The Board of Adjustment meetings are held the fourth Thursday of each month at 6:30 p.m. in the Council Chambers, City Hall, 1945 E. Jackson Road.

The request is to be in the Building Inspection Department no later than the fourth Wednesday of the month prior to the date of the meeting.

A fee for presenting a request to the Board is \$200.00 and is paid at the time the request is submitted for placement on the agenda. **ALL APPLICATION FEES ARE NON-REFUNDABLE.** *All credit card transactions include a 3% Convenience Fee.*

The approval of this Board is not a permit. Any permit must be processed and reviewed based on the Board's action.

Please include in your application of request:

- Cover letter describing type of request, such as a variance, special exception or appeal of interpretation or decision.
- Site plan that indicates the proposed request.
- Denied application for construction, if applicable.

All attachments included with application are to be 8 ½" x 11" in size.

Any documents presented at the hearing as evidence are required to be retained by the Board Coordinator in the official record.

If you have any questions regarding this procedure, please consult with city staff.