

Application for a Part One Variance (Board of County Commissioners)

File # _____ Date _____

Name: _____ Ph# _____

Address: _____

Agent Name: _____ Ph# _____

Legal Description:

Lot #: _____ Block#: _____ Subdivision: _____

COS#: _____ Metes & Bounds Description: (Attach Typed Description)

Ten packets containing the following must be submitted with the application along with one electronic copy:

1. Letter explaining the proposal in detail: (The who/what/where/when/why)
Note: Provide information on the following request in your letter explaining your proposal. The letter shall address the criteria for which the Board of County Commissioners must base their decision.
2. Site Plans drawn to scale (1" = 20') showing the following:
 - a. Lot lines, dimensions, and total area in square footage;
 - b. Streets and all existing and proposed curbs and cuts;
 - c. All existing and proposed structures with setbacks;
 - d. Existing and proposed parking areas and access drives;
 - e. Existing and proposed landscaping; and,
 - f. Elevations of all proposed structures.
3. Topography: (flat/incline-decline)
4. A containment plan for surface water runoff (this should be coordinated with the County Surveyor's office).
5. Other required information.
6. An electronic copy of the packet shall be submitted to the planner.
7. Application Fee: The fee is due at the time of applying for a variance and shall be made payable to Community and Planning Services.

Owner

Date

Owner's Agent

Date

Applicant's Responsibility:

An application for a Variance must be made to the Zoning Officer by the property owner or a designated agent. The application and all necessary supporting documentation must be received at least 5 weeks prior to the scheduled meeting. The applicant or the agent should be present at the meeting.

Zoning Officer Responsibility:

The Zoning Officer will send notice of the hearing to property owners within three hundred (300) feet. Notice will also be published twice in a County-approved local news media and the property will be posted with a hearing notice. The Zoning Officer shall inspect all submitted material for compliance and submit a report to the Board of County Commissioners and the Planning and Zoning Commission (if necessary), and the applicant prior to the meeting.

Board of County Commissioners Responsibility:

The Board County Commissioners must take into consideration the Zoning Resolution and public testimony in making the decision to deny or approve the request in whole or in part. The Board may require conditions for approval by which the decision is bound. A quorum must be present to take any action.