



Application No.: _____

Map #: _____ Address/Location of Use: _____

APPLICANT(S):

Name(s) _____

Address _____ City _____ State _____ Zip Code _____

Phone No.: _____ Email: _____

LEGAL OWNER(S):

Name(s) _____

Address _____ City _____ State _____ Zip Code _____

Phone No.: _____ Email: _____

ADDITIONAL CONTACT:

Name(s) _____

Address _____ City _____ State _____ Zip Code _____

Phone No.: _____ Email: _____

State Variance being Requested (Example: variance from the 40 foot required front setback for the construction of an 8' x 12' porch).

State Exceptional Practical Difficulty based on the following 4 criteria:

1. The nature of the zone where the property lies;
2. The character and uses of the immediate vicinity;
3. Whether removal of the restriction on the applicant's property would seriously effect the neighboring properties;
4. Whether failure to remove the restriction would create unnecessary hardship or exceptional practical difficulty for the owner in relation to the owner's efforts to make normal improvements to the property. Economic hardship, standing alone, may justify granting an area variance and the inability to prove one's business or to stay competitive as a result of area limitations may qualify as a legitimate exceptional practical difficulty.

2024 Board of Adjustment (BOA) Deadlines and Hearing Dates

All BOA meetings will begin at **6:00 p.m.** (unless otherwise noted)

	Submission Deadline	BOA Hearing Date	
	12/4/2023	1/18/2024	
	1/2/2024	2/15/2024	
	2/5/2024	3/21/2024	
	3/4/2024	4/18/2024	
	4/1/2024	5/16/2024	
	5/6/2024	6/20/2024	
	6/3/2024	7/18/2024	
	7/1/2024	8/15/2024	
	8/5/2024	9/19/2024	
	9/3/2024	10/17/2024	
	10/7/2024	11/21/2024	
	11/4/2024	12/19/2024	
	12/2/2024	1/16/2025	

Submission Requirements prior to deadline:

- Completed application form with required signatures. All legal owner(s) must sign the application.
- A scaled drawing or survey indicating all existing and proposed structures/features on the subject site.
- Copies of any deed restrictions affecting the property (if applicable to request).
- All fees due to the County, including taxes, must be current; no open violations or complaints.
- Appropriate filing fee in accordance with the following:

1 to 3 Variances:	\$300.00	Code Interpretation or Administrative Appeal:	\$400.00
4 to 6 Variances:	\$400.00	Variance Modification (within 1 year of approval):	\$75.00
7 to 9 Variances:	\$450.00		
10 or more Variances:	\$500.00	Total Fee: \$ _____	Cash or Check? Chk# _____
			(circle one)

Information for Applicant:

- 1) The Staff will notify all property owners within 200 feet of the boundaries of the subject site(s).
- 2) The Staff will place notice in a local newspaper and within the County building.
- 3) The Staff will post the subject site with a sign notifying the public of the date/time and nature of the application.
- 4) Upon posting, any active code violation witnessed on the site must be removed prior to request moving forward.
- 5) Applicants must be present at the BOA Public Hearing to represent the application.
- 6) Building Permits cannot be issued or an additional application cannot be submitted until approved by the BOA.

The undersigned hereby certifies that, on behalf of this application, the information contained herein is true and correct.

Applicant(s) Signature _____

Date _____

I/We certify that I/we are the legal owner(s) of the subject property and that I/we are aware of and agree to the filing of this application and that the information contained herein is correct.

Legal Owner(s) Signature _____

Date _____