



NO. _____

**BOARD OF ADJUSTMENT
APPEAL APPLICATION**

***PLEASE NOTE THAT ONLY THE
OWNER OF RECORD OR THEIR
REPRESENTATIVE WITH A
LETTER OF CONSENT MAY
REQUEST A VARIANCE OR
SPECIAL EXCEPTION***

1. APPLICANT/OWNER: _____

First Name

Last Name

ADDRESS: _____

Street/P.O. Box

Phone No

City

State

Zip Code

2. PROPERTY DESCRIPTION: _____

Street Address

3. LEGAL DESCRIPTION: _____

Parcel #

Lot(s)

Block(s)

Addition

APPLICANTS REQUEST FOR AN APPEAL PERTAINS TO THE FOLLOWING:

- () FOR INTERPRETATION of the meaning or intent of the Zoning Ordinance.
- () FOR A SPECIAL EXCEPTION for use or development of property.
- () A VARIANCE from the literal enforcement of the Zoning Ordinance in order to achieve a reasonable development of property.

4. APPLICANTS REQUEST IS AS FOLLOWS: _____

(Attach an additional sheet if necessary).

Signature of Applicant

Date

Signature of City Official Received

Date Received by
Development Services Dept.

FOR OFFICE USE ONLY

CHECKLIST

	<i>Initial(s)</i>	<i>Date</i>
1. Application Received:	_____	_____
2. Application Reviewed as Follows:		
a. General Description of Location (Street, address, or "Northwest Corner of Avenue C and Avenue E").	_____	_____
b. Legal Description of Property (Lot and Block Number/Metes and bounds, Survey and Abstract).	_____	_____
c. Size of Tract by Dimensions and Area. (Shown on Plat drawn to scale).	_____	_____
d. Present Zoning Classification	_____	_____
3. Applicant's Fee \$_____.____ received.	_____	_____
4. Site Plan Attached.	_____	_____
5. Property owners of record within 200 feet notified by mail.	_____	_____
6. Notice of public hearing posted.	_____	_____
7. Notice of public hearing delivered to newspaper.	_____	_____
8. Application reviewed by city officials: (Initial where applicable)		
a. Community Development Dept.	_____	_____
b. Public Works Department	_____	_____
c. Fire Department	_____	_____
d. Police Department	_____	_____
e. Other Departments (Specify)	_____	_____
9. Agenda packet mailed to board members.	_____	_____