

Board of Adjustment Application Check-List

Please complete and submit one (1) copy with your completed application.

Property Address _____
Completed By _____

APPLICATION TYPE:

- Variance or Special Exception for Dimensional Requirements
- Variance or Special Exception for Use Requirements
- Other _____

FOR APPLICATIONS REQUESTING **DIMENSIONAL RELIEF**, THE FOLLOWING SUBMISSIONS MUST BE INCLUDED:

- Site Plan(s) showing existing and proposed conditions including:
 - Front, side and rear setback / yard dimensions (this is the distance from a structure to the lot line)
 - Lot dimensions
 - Abutting street(s) and street names
 - Driveways / accessways
 - Dimensions (size and height) of structures
 - Dimensions and location of parking spaces
 - Scale of all drawings and plans (the scale is the ratio of the drawing's size relative to the actual size)
- Labeled photo(s) of existing conditions
- Building plans and elevations of any proposed structures or additions
- Interior floor plans for any renovations or expansion to existing structures

FOR APPLICATIONS REQUESTING **LAND USE RELIEF**, THE FOLLOWING SUBMISSIONS MUST BE INCLUDED:

- Site Plan(s) showing:
 - Location of the proposed use(s) on the property
 - Site plan showing location and dimensions of parking spaces
- Interior floor plans showing the location and layout of the proposed use
- Labeled photo(s) of existing conditions

ALL APPLICATIONS

- Complete application checklist (**1 original**)
 - Complete and signed Building Permit application (**1 original**)
 - filed previously
 - included with this packet
 - Complete and signed Board of Adjustment Application Form (**1 original, 11 copies**)
 - Property Owner signatures (on front and back of Board of Adjustment application form)
 - Written statement explaining how the request complies with the requirements of the Zoning Ordinance as provided in Article 2 (see Section 10.234.30 for Administrative Appeals, Section 10.233.20 for Variances, Section 10.232.20 for Special Exceptions) (**12 copies**)
 - Required plans / exhibits are 8 ½" x 11" or 11" x 17" in size (**12 copies**)
 - Additional information as requested by the Planning Department staff
-
- Electronic file in Portable Document Format (PDF)
 - Sent by e-mail
 - Provided on CD-ROM
 - Provided on flash drive