

Variance Checklist:

Applicant shall address each item, as deemed applicable. Applicant shall submit a written explanation or narrative describing why the item does not apply and should not be required to process the Application. (Please check selection and return with Application)

YES NO N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Completed application form & application fee of \$150.00. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Legal Description of property in Word format (may be found on deed or current survey of property). A survey may be required if the deed cannot be platted accurately. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. A copy of the warranty deed for the property showing current ownership. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Site plan (drawn to reasonable scale to fit on single page) based on the deed or survey, showing all existing and proposed structures, with dimensions from the structure to the property line(s) and with required setbacks, easements, and location of all affected utilities shown. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. A detailed explanation of the appeal as listed on the Application form. The explanation should include what is being requested or proposed and demonstrate how and why approval will NOT BE CONTRARY to each of the following criteria: (<u>use narrative style format in explanation</u>) <ul style="list-style-type: none">A. <u>Preservation of Intent:</u> That the variance, if granted, is consistent with the purpose and intent of the regulations for the district in which development is located. No variance shall have the effect of permitting a use in any district that is not a stated permitted use, accessory use, or conditional use of that particular district.B. <u>Exceptional Circumstances:</u> That exceptional, extraordinary or unusual conditions or circumstances applying to the lot, parcel, structure or intended use exist that do not apply to other properties or uses in the same district which are unique to the individual property under consideration.C. <u>Hardship Not Grounds for Variance:</u> That the special conditions and/or circumstances do not result from the intended or proposed actions of the applicant. No variance may be granted solely on the basis of economic gain or loss. For hardship to exist, the deprivation resulting from application of the ordinance must be so great as to effectively prevent the owner from making any reasonable use of the land.D. <u>Preservation of Property Rights:</u> That literal interpretation of the provisions of this ordinance would deprive the applicant of substantial rights commonly enjoyed by other properties in the same district under the terms of this ordinance.E. <u>Absence of Detriment:</u> That granting the variance requested will not create substantial detriment to adjacent property or that will materially impair or be contrary to the purpose and spirit of this chapter or the public interest. |

- o o o 6. If possible, submit photographs demonstrating where and why the variance is requested.
- o o o 7. **Complete List of all adjacent Property Owners** to be notified including 1) Owner Name (last, first), 2) Mailing Address; 3) PID #; 4) Property Address; 5) Lot # (if Platted lands). **If more than 10, provide a digital copy in Excel format**
- o o o 8. **Public Hearing Notice:**
 - A. Publication of Notice of Hearing - The City will request publication of the Notice of Public Hearing, via the local paper, at the applicant’s expense. The notice will be published 15 days prior to the public hearing date and an invoice sent to the applicant/owner for the cost. **The Invoice must be paid no later than one day prior to the public hearing date.**
 - B. Mailed Notices to Adjacent Properties- Mail a copy of the signed/approved “Notice of Public Hearing”, with a Site Location or Rezone Map, by certified mail, to everyone on the certified mailing list at least 15 days prior to hearing date. Please make sure to fill out the green & white certified mail receipts. Mail receipts shall be provided immediately to the City after notices have been mailed.
 - C. Signs Posted - The Applicant will be responsible to post one or more signs, provided by the City, on the property subject to the Variance, on or by the Monday that falls 2 weeks prior to the BZA Public Hearing date. Applicant will also be responsible for the removal/disposal of the sign, within one day following the hearing date. The sign must be viewable to the public and may be displayed on a fence with zip ties, or in the ground in front of the property where the Variance applies, with visibility of both sides of the sign.
 - D. Posted Notice of Hearing - The City will also post notices for the hearing in 5 locations per Chapter 1.36 of the Centerton Municipal Code.

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of the application completeness, determination, or approval. I understand that the City might not approve what I / We are applying for or may set conditions of approval.

Name(s) - printed _____ Date: _____
 Signatures: _____

PROPERTY OWNER(s) / AUTHORIZED AGENT: I/We certify under penalty of perjury that I am/We are the owner(s) of the property that is the subject of this application and that I/We have read this application and consent to its filing. **(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her/their behalf.)**

Name(s) - printed _____ Date: _____
 Signatures: _____

