

BOARD OF ZONING APPEALS

INSTRUCTIONS TO APPLICANT

APPLICATION FOR VARIANCE

1. The appellant must complete the attached application form. All blanks must be filled in and blanks not applicable should be noted as N/A (not applicable).
2. The appellant shall provide, at the time of filing the application, a list of the names and addresses of owners of all property within a 1,000-foot radius of and including the property for which the hearing is requested. If such property is located near or adjacent to the limits of an incorporated city, the area shall be a maximum of one thousand (1,000) feet in the unincorporated area and two hundred (200) feet in a city. The list must contain the names and mailing addresses of all the owners of property within the notification area. This list may be obtained from a licensed abstractor or from the tax records of Marion County. If the property adjoins the County line, the ownership list must include owners into adjoining counties.
3. The applicant must submit a statement, in writing, justifying the variance requested; indicating specifically the provisions of the Zoning Regulations from which variance is requested; and outlining in detail the manner in which it is believed that this application will meet each of the five conditions set out by State statute. The applicant's statement shall contain remarks pertaining to each of the five conditions as follows:
 - A. Uniqueness: The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and **IS NOT CREATED BY AN ACTION OR ACTIONS OF THE PROPERTY OWNER OR APPLICANT.**
 - B. Adjacent Property: The granting of the permit for the variance will not adversely affect the rights of the adjacent property owners or residents.
 - C. Hardship: The strict application of the provisions of the Zoning Regulations of which the variance is requested will constitute unnecessary hardship upon the property owner represented in the application.
 - D. Public Interest: The variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity or general welfare.
 - E. Spirit and Intent of the Zoning Regulations: The granting of the variance desired will not be opposed to the general spirit and intent of the Zoning Regulations.
4. The applicant must submit a sketch, drawn to scale and showing the lot or lots included in the application; the structures existing thereon; and the structures contemplated necessitating the variance requested. All appropriate dimensions should be included and any other information that would be helpful to the Board of Zoning Appeals in consideration of the application.
5. The above-listed documents together with the required fee of \$_____ shall be submitted to the office of the Zoning Administrator.