



CITY OF MONROE

VARIANCE APPLICATION

VARIANCE REQUEST LOCATION & DESCRIPTION

Address: _____

Parcel #: _____ Council Districts: _____/_____

Zoning: _____ Acreage/Square Feet: _____

Stated Purpose of Variance Request (Provide ordinance reference): _____

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant (If different than owner): _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

VARIANCE INFORMATION

Describe the location of the structure and/or use for which the variance is sought (required to be shown on a plat by a licensed surveyor) (1430.2(b)): _____

Describe the relationship of the structure and/or use to existing structures and uses on adjacent lots (1430.2(c)): _____

Describe the specific sections of the Zoning Ordinance which would cause hardship (Note: Hardship is considered to be the reason compliance is physically not possible, as opposed to financial hardships which are not a basis for a variance) (1430.2(d)): _____

VARIANCE INFORMATION CONT.

Describe the characteristics of the property relating to its size, shape, or topography that prevent compliance with the Zoning Ordinance (1430.2(e)): _____

Describe the particular hardship that would result from strict application of the Zoning Ordinance (Note: Hardship is considered to be the reason compliance is physically not possible, as opposed to financial hardships which are not a basis for a variance) (1430.2(f)): _____

If the variance requested is located in the Corridor Design Overlay District or a Historic Preservation District, a letter of approval from either and/or both the Corridor Design Commission or the Historic Preservation Commission is required to be submitted with this application. (1430.2(g))

REQUIRED SUBMITTAL ITEMS

- | | |
|--|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Deed |
| <input type="checkbox"/> Fee (see Fee Schedule) | <input type="checkbox"/> Proof of all property taxes paid in full |
| <input type="checkbox"/> Survey Plat | <input type="checkbox"/> COA or HPC approval |
| <input type="checkbox"/> Site Plan; Drawn to Scale | <input type="checkbox"/> Other information as required by Code Enforcement |

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE CODE DEPARTMENT PERSONNEL TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE ZONING ORDINANCE AND THE DEVELOPMENT REGULATIONS.

SIGNATURE: _____ **DATE:** _____

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING AND REMOVED BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER.

PROPERTY OWNER'S AUTHORIZATION SIGNATURE IF NOT THE APPLICANT

SIGNATURE: _____ **DATE:** _____

NOTARY PUBLIC:

SWORN TO AND SUBSCRIBED BEFORE THIS _____ **DAY OF** _____, 20_____

NOTARY SIGNATURE: _____

DATE: _____

SEAL:

It is the responsibility of the applicant and not the staff to ensure that a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1450 of the Zoning Ordinance.