

Zoning Board of Adjustment (ZBA) Request Type—Check the appropriate box below

- Variance to Zoning Requirement
 Fence Special Exception
 Administrative Appeal
 Building Board of Appeals / Building and Standards Commission Appeal
 Other Appeal

DETAILS OF REQUEST (See Page Two for additional required information)

Description of Request: _____

 Property Address: _____ Current Zoning: _____
 Legal Description: _____

APPLICANT / OWNER INFORMATION

Applicant

Owner (If Different)

Name: _____	Name: _____
Address: _____	Address: _____
State/ZIP: _____	State/ZIP: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Signature: _____	Signature: _____

NOTE: The property owner must sign the application or submit a notarized letter of authorization.

APPLICATION REQUIREMENTS

STAFF USE ONLY

- All required information, plans and signatures, **including the second page of this application** shall be completed prior to application submittal. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
- Per the requirements of page two, a detailed description of the request including all relevant project details shall be attached on a separate sheet to this application.
- All required application fees shall be paid upon submittal of this application.
- Other plans and exhibits may be required to be submitted with this application per the requirements of the Town Code of Ordinances. It is recommended that a preliminary conference with a member of Town staff be conducted prior to the submittal of this application.
- Requests before the Board are considered individually based on whether the request constitutes a hardship as described in the Town Code of Ordinances and are subject to denial. Completion of this application shall not imply any guarantee of approval of the request or permission to continue any work related to the request.

Date Received: _____
 Received by: _____
 Fee Paid: _____
 Payment Type/Check #: _____
 Receipt #: _____
 Case #: _____

In order to make a finding of hardship and to grant a variance, special exception or appeal, the Zoning Board of Adjustment must determine that all of the following conditions are met. State how your request meets these conditions. Please note that the stated hardship shall not be financial or self-induced. Attach additional sheets if necessary.

1. Completely describe the variance, special exception or appeal you are requesting:

2. Do similar conditions exist in the area? Explain.

3. Describe how the unique conditions or circumstances do not result from your actions.

4. Is there any way to do what you want without this request?

ATTACH A DETAILED DIAGRAM OF THE SITE, TO SCALE, AND ANY OTHER DRAWINGS OR INFORMATION NECESSARY TO HELP EXPLAIN THE CASE TO THE BOARD. SHOW ON THE DIAGRAM ALL EASEMENTS, BUILDING LINES, ENCROACHMENTS AND THE VARIANCE, SPECIAL EXCEPTION OR APPEAL REQUESTED. THE SPECIFIC REQUEST SHOULD BE QUANTIFIED BY AN APPROPRIATE MEASUREMENT (DISTANCE, PERCENTAGE, ETC.).