

CITY OF FORT PAYNE
APPLICATION FOR VARIANCE TO THE ZONING ORDINANCE

The applicant shall submit a complete application, including supplemental information, to the Secretary of the Zoning Board of Adjustments, at least **fourteen (14) days** prior to the meeting at which the Board is to hear the variance request.

If applicant is **not** the owner of the subject property, the owner shall stipulate in a letter to the Board, that the applicant is so authorized.

The property owner and adjacent property owners shall be notified by mail, at least **seven (7) days** prior to the hearing for this variance.

Each Variance Application Shall Be Accompanied By:

1. A non-refundable application fee of **\$100.00**.
2. A **site plan**, drawn to scale, showing: property lines, right-of-ways and easements; and the location, dimensions, and building set-back for all existing and proposed buildings and structures on the site and adjacent to the site.
3. A scale drawing which shows all dimensions of the building, structure or area which is the subject of the variance request.

OWNER / APPLICANT INFORMATION:

Property Owner(s) & Address: _____

Address of Subject Property: _____

Telephone: Work _____ Home _____

Applicant: _____

Mailing Address: _____

Telephone: Work _____ Home _____

Signature of Owner / Applicant: _____

EXPLANATION OF VARIANCE REQUEST

Zoning District: _____ Current or Proposed Use: _____

Section of Ordinance which is subject of Variance: _____

Describe the variance and the reason for your request:

Date filed: _____ Date of Notice: _____ Date of Hearing: _____

Fee Paid: _____ Receipt No.: _____ Date Paid: _____

Decision of the Board of Adjustments:

Date Approved: _____ Date Denied: _____