City of Lafayette

VARIANCE REVIEW Application Form **Community Development Department**

An application must be received at least 30 days prior to the Zoning Board of Adjustment meeting.

Applicant _____ Date Filed: _____
Address _____ Amount Paid: _____
Phone _____ File Number: _____
Fax: _____ E-mail _____

Date of First Pre-Application Conference _____ Fee Paid _____
Date of Second Pre-Application Conference _____ Fee Paid _____

Required information to be submitted with this form:

1. Improvement survey or accurately drawn plan of property and buildings located on property at a scale of 1" equal to 100' or a division of 100 by an even number.
2. Ten (10) copies of submittal.
3. Legal description in word format.
4. Submission shall include a JPEG image, an optimized PDF, and an 11" x 17" copy of each drawing.
5. A public hearing fee shall be included with all applications requiring a public hearing. This fee does not include the cost of publishing notices or postage.
6. Mailing labels and funds for first class postage for all property owners within 750 feet of the boundaries of the property and a list and map of those owners.

Complete the following information (if more space is needed, useback of this sheet)

1. Describe in detail what is proposed; include scale drawing if applicable.

_____

_____

2. Current zoning _____
3. Uses adjacent to property: north _____
   south _____
   east _____
   west _____
4. Section of zoning ordinance from which a variance is requested _____

Questions 5-7 should be answered in a separate letter addressed to theZoning Board of Adjustment

5. How is the variance requested the minimum necessary to alleviate such practical difficulties or undue hardship upon the owner of the property?
6. Will such relief cause substantial detriment to the public good and without substantially impairing the intent and purpose of the general plan of the Zoning Code?
7. Have the circumstances found to constitute a hardship been created by the appellant, or are they not due to, nor the result of, general conditions in the district and cannot be practically corrected?

Pre-application conference(s) with the community development director or director's representative is required prior to submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

A variance requires an affirmative vote of three members of theZoning Board of Adjustment. The Zoning Board of Adjustment meets at 7:00 p.m. at the City Council Chambers, 1290 South Public Road. The applicant or a duly authorized person must be present at the meeting to answer any questions raised by the Zoning Board of Adjustment. The City will post your property ten (10) days prior to the scheduled meeting.

I hereby certify that I am the legal owner(s) of the above-described property; that I desire to apply for the variance indicated in this application with attachments and that the information contained herein is true and accurate to the best of my knowledge.

_____ _____
Owner/Applicant Signature(s) Date

Costs of Legal Notice in the Newspaper are paid by the Applicant.