

E. Attach to this application a scaled drawing on 8 1/2 x 11 inch paper or larger, which indicates the following (Place the applicant's signature on the drawing):

- Boundary lines of lot.
- Location of all existing structures on lot.
- Location of all proposed structures or additions.
- Location of all buildings on adjacent lots that are within 5' from the Applicant's property line.

Detail of Request (Complete Section A or B)

A. If requested hearing is for Administrative Review, Appeal or Interpretation:

1. Zoning Ordinance provision(s) related to this appeal is (are): _____

2. Describe the alleged error, decision or refusal which has resulted in this appeal. Give specific relevant facts such as dates, names, places, dimensions, etc. _____

3. Complete the specific wording of the desired action by the Board of Zoning Appeals. "The Board hereby approves _____

_____."
4. Why is the desired action the best action in this matter? What alternatives have been considered?

5. How will the desired action affect adjoining properties, congestion in public streets, surrounding property values and public health, safety, comfort, morals and welfare? (Section 2304.2)

B. If requested hearing is for Variance:

1. Check the Ordinance requirement(s) which is (are) the subject of the variance request.

_____ setback	_____ loading space	_____ offstreet parking
_____ lot coverage	_____ obscuring wall/fence	_____ height
_____ signs	_____ area requirements	_____ other (specify) _____

List related ordinance section numbers: _____

2. Check and describe the characteristics of the property which require the granting of a variance (include dimensional information).

_____ Too narrow	_____ Elevation	_____ Soil
_____ Too small	_____ Slope	_____ Subsurface
_____ Too shallow	_____ Shape	_____ Other (specify) _____

3. Specifically state what is intended to be done on, or with, the property which necessitates a variance. Give specific relevant facts such as dimensions, materials, dates, etc.

4. Reasoning and Impact.

a. Can the property be used in a manner permitted by the Zoning Ordinance if a variance is not granted? Yes No If no, explain why not.

b. Is this property unique? Yes No If yes, explain the unique conditions.

c. If granted, how would the action permitted by this variance affect the character of the neighborhood?

d. Are the characteristics described in IV B 3 (above) the result of past construction or use of the property by its present or past owners/tenants? Yes No If no, what action created the property's non-compliant characteristics?

V. Impact on Surrounding Lands

If this request is granted:

A. What are likely to be the positive and negative impacts of this decision on surrounding land and neighbors?

Positive: _____

Negative: _____

B. How do you propose to minimize any potential negative impacts that the approval of this request may cause?

VI. Signature

The undersigned affirm that they accept the responsibility of this Application and pledge to comply with City zoning regulations. The undersigned also affirm that information herewith submitted is true and correct to the best of their knowledge.

Applicant(s) Signature

Date(s)

Applicant(s) is (are): Owner Tenant Authorized Representative of Owner

ADDITIONAL COMMENTS

For Office Use Only

Date notice published: _____
Date of hearing: _____
Action taken: _____

Date notices sent: _____
Date action taken: _____
Date confirmation sent to appellant: _____