



Application For Zoning Variance  
(Requirements for completion of the application)

- 1.) Each application for a variance shall include a plat drawn to scale showing the following information:
  - a) All property lines, with dimensions.
  - b) Location of buildings and other structures, creeks, and easements referenced to the property line of the tract.
  - c) North arrow, land district and land lot marker.
  - d) Location of setback lines or other dimensional requirements from which the variance is sought.
- 2.) Certified copy of a Warranty Deed showing ownership of property and legal description.
- 3.) Provide a list of all adjoining property owners to include properties owned directly across a public or private street.
- 4.) Notify each adjoining property owner on the list by certified mail and provide the certified letter return receipts to the City Code Enforcement Officer. Notification must be done a minimum of fifteen (15) days prior to the scheduled public hearing for the variance request. Form letters will be provided by the City Code Enforcement Officer for the purpose of this notification.