



**Planning & Zoning Commission**

Revised 12.19.22

<b>FOR OFFICE USE ONLY</b>	
DATE RECEIVED:	
ACCEPTED BY:	
MEETING DATE:	
CASE NUMBER:	
<input type="checkbox"/> Variance	<input type="checkbox"/> Exception

## APPLICATION FOR VARIANCE / EXECPTION

In accordance with CLURO Article 4.3.4. Procedures, Requests for Variances and Exceptions to the Zoning Commission

### PROPERTY OWNER / CONTACT INFORMATION

<input type="checkbox"/> OWNER NAME:	<input type="checkbox"/> APPLICANT NAME:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:
SIGNATURE:	SIGNATURE:

### PROPERTY INFORMATION

PROPERTY LOCATION:

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STATE THE \*VARIANCE / EXCEPTION REQUESTED: \*A statement identifying the practical difficulties applicable to the variance request is required.

## SUBMITTAL REQUIREMENTS

\*ADDITIONAL INFORMATION MAY BE REQUESTED\*

- |  |   |
|--|---|
| <input type="checkbox"/> SURVEY / SITE PLAN                        | <input type="checkbox"/> OWNERSHIP DOCUMENTATION  |
| <input type="checkbox"/> LEGAL DESCRIPTION                         | <input type="checkbox"/> IF THE APPLICANT IS NOT THE OWNER – MUST SUBMIT CONTRACTUAL INTEREST |
| <input type="checkbox"/> FEES - \$100 PER REQUEST (NON-REFUNDABLE) |   |



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**PROCEDURES FOR VARIANCES AND EXCEPTIONS (CLURO SECTION 4.3.4):**

**4.3.4.5. VARIANCE PROCEDURES**

1. Authority: The Zoning Commission may authorize a variance upon appeal of a decision of an official administering the provisions of this Ordinance when a property owner can show that a strict application of the terms of this Ordinance relating to the use, construction, or alteration of buildings or structures, or the use of land will impose upon him unusual and practical difficulties or particular hardship; but only when the Commission is satisfied that granting such variance will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from provisions established by this Ordinance and at the same time the surrounding property will be properly protected.

**4.3.4.6. PROCEDURES AND STANDARDS FOR EXCEPTIONS BY THE ZONING COMMISSION**

The procedures for application, notice, hearing and approval of exceptions authorized by this CLURO for the Zoning Commission shall be the same as those for variances established in CLURO Section 4.3.4.5, except that applicant does not need to demonstrate a hardship that is unique to the applicable property. The Zoning Commission may approve an authorized exception upon finding that the exception advances the goals of the Comprehensive Plan and the purposes of this CLURO.