



Application for the Board of Zoning Appeals

1. NAME OF APPLICANT: _____
MAILING ADDRESS: _____
TELEPHONE NUMBER: _____

2. NAME OF PROPERTY OWNER (if different from applicant): _____
MAILING ADDRESS: _____
TELEPHONE NUMBER: _____

3. SITE INFORMATION
PHYSICAL ADDRESS: _____
ZONING: _____
TMS: _____

4. REASON FOR APPEAL:

_____ A decision of the Zoning Administrator which the appellant believes to be contrary to the meaning of the Zoning Ordinance.

_____ A request to vary from the strict application of the Zoning Ordinance. Please note article, section and subsection of the Zoning Ordinance from which applicant is seeking a variance: _____

Zoning requires: _____
Project proposes: _____

Address the following factors relevant to your application. Attach additional pages if necessary.

Describe the extraordinary conditions pertaining to your particular piece of property: _____

Are the conditions described above particular to your piece of property? Explain. _____

Would strict application of the Zoning Ordinance prohibit or unreasonably restrict the use of your property? Explain. _____

Will the granting of the variance harm adjacent property, the character of the area or the public good? Explain: _____

5. APPLICATION REQUIREMENTS:

- A site plan drawn to scale illustrating all property lines, existing structures, proposed structures and any other relevant site information.
- A filing fee of one hundred dollars (\$100.00)
- A completed application including required signatures. **Incomplete applications will not be accepted.**

I hereby depose and say that all of the statements contained herein are true and that I possess the authority to act in this matter.

Signature of Applicant

Signature of Property Owner (if different from applicant)

OFFICE USE ONLY

Date Fee Paid: _____

Date Notice Was Advertised in Newspaper: _____

Summary of Action by the Board: _____

**Board Use Only
VARIANCE REQUEST WORKSHEET**

Duties and Powers Section 14.1035 of the City of Conway Zoning Ordinance

To hear and decide appeals for variances in specific cases when a strict application of the zoning ordinance would cause an unnecessary hardship, and approval of such variance would not be contrary to public interest or undermine the spirit of the zoning ordinance. The fact that property may be used more profitably if a variance is granted is not grounds for a variance. The Board may attached conditions to a variance that address location, character, or other features of a proposed building, structure, or use, in order to protect the established property values in the surrounding area or to promote the public health, safety, or general welfare of the community. The Board may grant a variance for an unnecessary hardship if it makes and explains in writing **all** of the following findings.

Four findings to be made in order to allow a variance:

1. Extraordinary Conditions: There are extraordinary and exceptional conditions pertaining to the particular piece of property.

What are extraordinary and exceptional conditions: _____

2. Other Property: The extraordinary and exceptional conditions (if found in #1 above) do not generally apply to other property in the vicinity.

Yes _____ No _____

3. Utilization: Because of the extraordinary or exceptional conditions, the application of the ordinance to a particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.

4. Detriment: The authorization of a variance will not be of substantial detriment to adjacent property or the public good, and the character of the district will not be harmed by granting a variance.