



Variance Request Application

Property Owner:

Name: _____
Address: _____
Phone: _____ Email: _____

Property Information:

Address: _____
Subdivision/Lot#/Parcels: _____
Current Zoning: _____ Principal Use of Property: _____

I request a variation from the current zoning requirement for:

Front Yard ___ Side Yard ___ Rear Yard ___ Sign ___ Parking ___ Height ___ Other ___

State the reason(s) the variance is necessary and why you cannot comply with the regulations of the Zoning Ordinance. Specifically explain the nature of the appeal.

Attachments Required: (A) Statement indicating the reasons for appeal, (B) drawing showing proposed variance requested, (C) a letter of authorization from the owner or lessee, if applicable.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to possible revocation of permits, and any such penalties as may be prescribed by law.

Signature of Applicant

Date

Individuals requesting a variance should familiarize themselves with the requirements are outlined under the **Hills City Code 165.32** regarding the Board of Adjustments.

Board of Adjustment Fee: **\$75.00**

Date Paid: _____

Staff Only	Received By: _____	Date: _____
	Board of Adjustment Meeting Date: _____	
	Board of Adjustment Approval: Yes _____ No _____	
	Conditions if applicable:	
	_____ _____ _____ _____	

REQUIRED INFORMATION

1. Complete application including the description of requested variance(s) with specific information for the request and state the reason(s) the variance is necessary and why you cannot comply with the regulations of the Zoning Ordinances.
2. Submit site drawing as required (see details below):

All variance appeals must submit 2 paper copies and an electronic copy with the application. The site drawing must be fully dimensioned and legible. All required information must be drawn to scale. The Zoning Administrator may require a petitioner to submit a site plan drawn by an engineer or architect. The site plan shall include the following:

- Boundary drawing of the lot or area involved.
- Location, dimensions, height and setbacks of all existing and proposed buildings and structures and the uses of each.
- Use of the proposed addition to building or structure.
- Approximate location of the vehicle entrance to the site.
- Show the approximate location of water and sewer facilities, if applicable.
- Location of parking area and number of stalls required, if applicable.
- General location of landscaping, buffer areas and screening, if applicable.
- If the appeal is for a sign, the appeal must be accompanied by both a fully dimensional, to scale elevation and site plan drawing of the sign, showing the exact location and size of sign.