



Check One: ☐ **SPECIAL EXEPTION APPLICATION**

☐ **VARIANCE APPLICATION**

Name (Applicant): _____ Date: _____

Location Address: _____

Mailing Address (Applicant): _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone Number(s): _____

Describe exact reason for the request and physical nature of the premises:

Statement of hardship imposed if request is not granted:

Attach:

- ☐ **Non-Refundable** filing fee (Please note all costs of advertising – newspaper & required adjacent property letters will be billed to the applicant.
- ☐ Survey, plot plan, sketches, drawings, or other materials that would be used to assist in reviewing the request. For variances, show the current setback lines and proposed setback lines.
- ☐ If applicable, written permission from the property owner for the applicant to make this request or copy of contract for sale which grants permission to applicant to get City approvals.

Applicant Statement: **I AFFIRM UNDER PENALTY OF PERJURY THAT THE INFORMATION SUBMITTED HERewith IS TRUE AND FACTUAL, TO THE BEST OF MY KNOWLEDGE.**

Note: Fee for Special Exemption \$200.00; Variance \$400.00 (Resolution 2020-30.

Applicant Signature: _____ Date: _____