

# VARIANCE APPLICATION

Please Print or Type



Date of Application: \_\_\_\_\_

Docket # \_\_\_\_\_  
(to be assigned by Zoning Administrator)

A. Applicant (s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Business entity - Names of Officers, Directors; Shareholders or Members: \_\_\_\_\_

\_\_\_\_\_

B. Property Owner(s) Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

C. Location of Property: \_\_\_\_\_

\_\_\_\_\_

PVA# \_\_\_\_\_

D. Variance Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. Describe request and provision of the Zoning Ordinance from which a Variance is requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Property Size \_\_\_\_\_ G. Property Zoned: \_\_\_\_\_

H. Applicant must present justification for requesting a Variance at public hearing:

Before any Variance is granted, the Board must find that the granting of the Variance will not adversely affect the public health, safety or welfare; will not alter the essential character of the general vicinity; will not cause a hazard or a nuisance to the public; and will not allow an unreasonable circumvention of the requirements of the zoning regulations. In making these findings, the Board shall consider whether:

1. The requested Variance arises from special circumstances which do not generally apply to land in the general vicinity, or in the same zone;
2. The strict application of the provisions of the regulation would deprive the applicant of the reasonable use of the land or would create an unnecessary hardship on the applicant; and
3. The circumstances are the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought. (The Board shall deny any request for a Variance arising from circumstances that are the result of willful violations of the zoning regulation by the applicant subsequent to the adoption of the zoning regulation from which relief is sought.)

**I. Supporting information: (attach following items to application)**

1. All Variance application shall be accompanied by an accurate boundary survey of the property in question. The survey shall be prepared by a surveyor licensed in the State of Kentucky and contain the following information and be submitted in 8½ x 11 and no larger than 8½ x 14 size:
  - Owner(s) and applicant(s) names;
  - Scale
  - Bearings and distances;
  - Locating distance to nearest road or railroad center line or right-of-way;
  - House number of property or intersecting street on each side;
  - North arrow;
  - Right(s)-of-way of road and pavement width;
  - Adjacent property, showing property lines;
  - Names of adjacent property owner(s);
  - Acreage of property;
  - Vicinity map;
  - Surveyor's stamp;
  - Flood Plain area(s) and FEMA Certification;
  - Location of existing buildings and property boundary lines with new or intended structures shown by solid lines; show distance from property lines;
  - Percentage of Lot coverage;
  - Proposed grade elevation; and
  - Show the proposed Variance.
2. Names and mailing addresses of all adjacent property owners. This information must be obtained from the Property Valuation Administrator's office.
3. Fee as established by the Planning Commission.

**Signature of Owner(s):**

**Signature of Applicant(s):**  
*(If different from owner)*

---



---



---

(please print name and title)

---

(please print name and title)

---



---



---

(please print name and title)

---

(please print name and title)

**Filing Fee Paid** \_\_\_\_\_ **Recording Fee Paid** \_\_\_\_\_ **Date of Filing** \_\_\_\_\_

**Survey Attached: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Date of Hearing:** \_\_\_\_\_

**Decision of Board Listing All Conditions:**

---

---

---

---

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**ZONING ADMINISTRATOR**

**NOTE: Approved application and survey filed in Warren County Clerk's**