



CITY OF MONROE

HARDSHIP VARIANCE APPLICATION

HARDSHIP VARIANCE REQUEST LOCATION & DESCRIPTION

Address: _____

Parcel #: _____ Council Districts: (1 – 6) _____ & (7 or 8) _____

Zoning: _____ Parcel Acreage/Square Feet: _____

Stated Purpose of Variance Request (Provide ordinance reference): _____

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant (if not the owner): _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

VARIANCE INFORMATION

Describe the location of the structure and/or use for which the variance is sought (required to be shown on a plat by a licensed surveyor) (1530.2(a)(2)): _____

Describe the relationship of the structure and/or use to existing structures and uses on adjacent lots (1530.2(a)(3)): _____

Describe the specific sections of the Zoning Ordinance for which the variance is requested(1530.2(a)(4)): _____

Describe the characteristics of the property relating to its size, shape, or topography that prevent compliance with the Zoning Ordinance (1530.2(a)(5)): _____

Describe the particular hardship that would result from strict application of the Zoning Ordinance (Note: Hardship is considered to be the reason compliance is physically not possible, as opposed to financial hardships which are not a basis for a variance) (1530.2(a)(6)): _____

VARIANCE INFORMATION CONT.

If the variance requested is located in the Corridor Design Overlay District or a Historic Preservation District, a Certificate of Appropriateness from the applicable design review board(s) is required to be submitted with this application. (1530.2(a)(7)).

In no case shall a Hardship Variance be requested or granted for any of the following (1530.8(b)):

- (1) A condition created by the applicant or property owner, including the result of an unwise investment decision or real estate transaction;
- (2) A change in conditions of approval imposed through a zoning change or conditional use approval granted by the Council;
- (3) Confer upon the property of the applicant any special privilege denied to other properties in the district;
- (4) Permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district;
- (5) Inconsistent with the construction and design standards and design criteria adopted by the City of Monroe; and,
- (6) Any item or matter regulated under Article XIII of this Ordinance.

REQUIRED SUBMITTAL ITEM CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Deed |
| <input type="checkbox"/> Fee (see Fee Schedule) | <input type="checkbox"/> Proof of all property taxes paid in full |
| <input type="checkbox"/> Survey Plat | <input type="checkbox"/> CDO or HPC approval provided, if applicable |
| <input type="checkbox"/> Site Plan; Drawn to Scale | <input type="checkbox"/> Other information as required by the Code Enforcement Officer |

APPLICANT SIGNATURE & AFFADAVIT

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE CODE DEPARTMENT PERSONNEL TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE ZONING ORDINANCE AND THE DEVELOPMENT REGULATIONS.

SIGNATURE: _____ DATE: _____

NOTE: FOR PUBLIC HEARINGS, A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING AND REMOVED BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER. THE CITY WILL PLACE AND REMOVE THE PUBLIC NOTICE SIGN.

PROPERTY OWNER'S AUTHORIZATION SIGNATURE, IF NOT THE APPLICANT ABOVE

OWNER'S SIGNATURE: _____ DATE: _____

NOTARY PUBLIC: _____ SWORN TO AND SUBSCRIBED BEFORE THIS
_____ DAY OF _____, 20_____

NOTARY SIGNATURE: _____ DATE: _____

SEAL:

IT IS THE RESPONSIBILITY OF THE APPLICANT AND NOT THE STAFF TO ENSURE THAT A COMPLETE APPLICATION WITH ALL REQUIRED MATERIALS ARE SUBMITTED. APPLICATIONS AND SUBMITTALS FOUND TO BE INCOMPLETE AND INCORRECT WILL BE REJECTED. EACH APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH THE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND/OR GIFTS OUTLINED IN SECTION 1550 OF THE ZONING ORDINANCE.