



# CITY OF MONROE

## SPECIAL EXCEPTION VARIANCE APPLICATION

**SPECIAL EXCEPTION VARIANCE TYPE:**  CITY COUNCIL  ADMINISTRATIVE

**SPECIAL EXCEPTION 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)): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VARIANCE INFORMATION CONT.**

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)): \_\_\_\_\_

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)).

**REQUIRED SUBMITTAL ITEM CHECKLIST**

- Completed Application
- Fee (see Fee Schedule)
- Survey Plat
- Site Plan; Drawn to Scale
- Deed
- Proof of all property taxes paid in full
- CDO or HPC approval provided, if applicable
- 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.