

**City of Belmont**  
**Application for Zoning Board of Adjustment Hearing**

For Office Use Only	Application Number BA- _____.
Date Filed        /        /	Date of BOA Meeting        /        /

<input type="checkbox"/> Appeal – \$451.00	<input type="checkbox"/> Variance – \$306.00 [single-family residential]
<input type="checkbox"/> Variance – \$460.00 [other]	\$1.50 per adjacent property notice

<b>Description of request</b>	 <hr/> <hr/>
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<b>Applicant information</b>	
Name	_____
Address	_____
City	_____ State _____ ZIP _____
Telephone (        )	_____ - _____ Email: _____
<b>Property owner information (if different from applicant)</b>	
Name	_____
Address	_____
City	_____ State _____ ZIP _____
Telephone (        )	_____ - _____ Email: _____

<b>Property location and description</b>
Address _____

Tax parcel no. (six-digit) _____	Current zoning classification _____
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This application shall be accompanied by a scaled site plan (15 copies) of the property which includes the following information: Lot dimensions, setback dimensions for existing structures, location of all existing structures, location of all underground utilities (water, sewer, power, cable, and gas), other topographical features (bodies of water, significant stands of trees, etc.). Based on the nature of the application, the Zoning Administrator shall have the authority to request additional necessary information and/or waive one or more of these items.

**Names and addresses of adjacent property owners**

The following are individuals, firms, or corporations owning property adjoining (including those properties located across the street from the subject property) the property described in this application.

Notification of this Board of Adjustment public hearing shall be sent by the City to the applicant and all adjacent property owners.

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Variance Request Description

Section(s) of the Land Development Code requesting relief from:

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<b>Applicant's description of why a variance from the terms of these provisions is needed.</b>	-----
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The Board of Adjustment, after having held a public hearing to consider the variance request, will address each of the following findings of fact and draw the following conclusions in order to render their decision:

- 4) .
1. Unnecessary hardship would result from the strict application of the ordinance. (**NOTE:** It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.);
  2. The hardship results from the conditions that are peculiar to the property, such as location, size or topography. (**NOTE:** Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.);
  3. The hardship did not result from actions taken by the applicant or the property owner. (**NOTE:** The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship); and,
  4. The requested variance is consistent with the spirit, purpose and intent of the ordinance such that public safety is secured and substantial justice is achieved.

The applicant is asked to address each of these findings as they pertain to their variance request. Please use additional sheets if necessary. In order to grant a variance, each of the findings must be found in the affirmative by the Board of Adjustment by a 4/5 majority of the Board's membership.

# Request for Variance

1) Unnecessary hardship would result from the strict application of the ordinance. (**NOTE:** It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property. This statement is based upon the following reason(s):

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2) The hardship results from the conditions that are peculiar to the property, such as location, size or topography. (**NOTE:** Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.); This statement is based upon the following reason(s):

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3) The hardship did not result from actions taken by the applicant or the property owner. (**NOTE:** The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship. This statement is based upon the following reason(s):

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4) The requested variance is consistent with the spirit, purpose and intent of the ordinance such that public safety is secured and substantial justice is achieved. This statement is based upon the following reason(s):

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# Appeals Request Description

Written decisions of the Zoning Administrator may be appealed to the Board of Adjustment within thirty (30) days from receipt of the Administrator's decision.

Please attach a copy of the written decision of the Zoning Administrator that is being appealed.

Please enter the date that you received this written notice: \_\_\_\_\_

Please indicate if you would like an expedited hearing date (i.e., a hearing to occur as early as fifteen (15) days from the date the application is received and filed): Yes \_\_\_ No \_\_\_

<b>Applicant's description of why they disagree with the Zoning Administrator's decision. Please use additional sheets if necessary.</b>	_____
	_____
	_____
	_____
	_____
	_____
	_____

A simple majority of the Board of Adjustment membership is necessary to overturn or modify the decision of the Zoning Administrator.

# Signatures

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner, If Different From Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date