**Board of Adjustments and Appeals Application Form**

**Applicant Information**

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| **Applicant** | **Owner (only if different from applicant)** |
|  Owner Tenant Prospective Buyer |  Individual Trust Corporation |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **City/State** |  | **City/State** |  |
| **Zip** |  | **Zip** |  |
| **Phone** |  | **Phone** |  |
| **Fax** |  | **Fax** |  |
| **E-Mail** |  | **E-Mail** |  |
|  Signature of Applicant Signature of Owner (Only if different from Applicant) **Property Information** |

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| Street Address: |  |
| Legal Description: | Subdivision: Block: Lot: |
| Description of Lot: | Size: Current Zoning: Current Use: |

**Requested Action (Check One)**

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|  (Appeal)(Variance) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or  determination made by an administrative official in the enforcement of City Ordinance or adopted codes. **OR** To provide relief from the terms of the City Ordinance when, because of special circumstances applicable to  the property, the strict application of the zoning regulations will deprive such property of privileges enjoyed by other property in the vicinity having the identical zoning classification. |
| \*\*Describe the decision being appealed or the details of the variance requested: (i.e., extending structure 3’ into side yard setback) |
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**Applicant’s Justification for the request**

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| Please provide reasons for granting the variance or appeal. For a variance please identify the unique characteristic of the property that makes literal enforcement of the Zoning Ordinance and unnecessary hardship: (attach additional pages if necessary) |
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| The Planning Department will only accept complete applications. This includes; a completed application form, proof of ownership. The Department will consider the completed application as a request to be added to the next available Board of Adjustments and Appeal’s Agenda. |