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SUBDIVISION VARIANCE OR APPEAL (reference Section 500.39)

Applicant _____

Address _____

Owner (if different from Applicant) _____

Owners Address _____

Day Phone # _____ Cell Phone # _____ Email address _____

Applicant's Authority (if other than Owner) _____

Legal Description of Property _____

Present Zoning Classification _____ Existing Use of Property _____

Area of Property _____ Section of Ordinance(s): _____

Please describe the proposed use/request in appropriate detail (attach additional sheets if necessary): _____

Application for rezoning, conditional use permit, non-conforming use permit or zoning text amendment will not be accepted until the applicant has provided the information required by the applicable sections of the zoning code (see above reference). The minimum information is summarized below:

1. Detailed written and graphic material fully explaining the request.
2. Certificate of Survey of property (3 copies) showing the following:
 - A. Location and dimensions of the existing and proposed structure(s) along with setbacks on the lot.
 - B. Location and use of adjacent structures.
3. Existing scaled floor plans, scaled elevations, and any proposed changes.
4. Application Fee
5. Floodplain Information, if applicable (see back page).

Applications must be received 4 weeks prior to the Planning Commission meeting at which request is to be heard.

Application Deadline: _____ Application Fee \$200.00 Receipt # _____

Planning Commission Date _____ *City Council Date(s) _____ & _____
(*Tentative: final date will be announced at the Planning Commission meeting.)

The undersigned acknowledges/declares that all the facts and representations stated in this application are true and by signing, acknowledges the cost and the procedure for the processing of this application and certifies that the property described by the provided address is not tax delinquent. Furthermore, undersigned grants City staff entry upon the land in question to perform any necessary site inspections during the duration of the project. **Applicant should be represented at the Planning Commission meeting and the City Council public hearing.**

Signature of Applicant (and Owner if other than applicant) _____

Date _____

***Applicant may be liable for additional expenses such as legal fees.**

****Applicant may be billed for additional staff time.**

Floodplain Information:
(reference section 530)

Contours (1' intervals)
Lowest floor elevation
100 year flood elevation
Ordinary High Water Mark
House elevation showing deck