

VARIANCE APPLICATION
UNION COUNTY
AREA PLAN COMMISSION/BOARD OF ZONING APPEALS
(FEE: \$75 VARIANCE FEE)

FOR OFFICE USE ONLY

TOWNSHIP

- BROWNSVILLE
- CENTER
- HARMONY
- HARRISON
- UNION

.....
PARCEL No. _____
HEARING DATE: _____
CURRENT ZONING: _____
SECTION _____ TWNSP _____ RANGE _____

TYPE OF VARIANCE

- SPECIAL EXCEPTION
- SPECIAL USE
- CONDITIONAL USE
- VARIANCE OF USE
- REZONE
- VARIANCE OF DEVELOPMENTAL STANDARDS
- SUBDIVISION

PROJECT ADDRESS: _____ PHONE: _____

APPLICANT'S NAME: _____ WORK: _____

ADDRESS: _____ CELL #: _____

CONTACT PERSON: _____ PHONE: _____

ADDRESS: _____ WORK: _____

CELL #: _____

VARIANCE REQUEST: _____

REASON FOR VARIANCE: _____

HARDSHIP IF VARIANCE NOT APPROVED: _____

CONDITIONS OFFERED: _____

MUST HAVE ATTACHED:

- DETAILED SITE PLAN
- LIST OF AFFECTED PROPERTY OWNERS
- SITE PLAN, PHOTOS, DRAWINGS,
AND STATEMENTS
- SIGNED LEGAL NOTICE
- LETTERS OF SUPPORT, OTHER
- PETITIONER'S FINDINGS

SIGNATURES OF:

APPLICANT

OWNER OF PROPERTY

VARIANCE REQUIREMENTS

- **COMPLETE THE APPLICATION AND ALL SUPPORTING INFORMATION, SUBMIT TO AREA PLAN OFFICE ALONG WITH THE REQUIRED SUPPORTING INFORMATION THIRTY (30) DAYS PRIOR TO THE HEARING DATE.**
- **OBTAIN A COPY OF THE SITE PLAN SHOWING EXISTING FEATURES AND BUILDINGS AND PROPOSED CHANGE TO PROPERTY REQUIRING THE VARIANCE. SUBMIT TO AREA PLAN OFFICE.**
- **OBTAIN A COPY OF THE PLAN, DRAWINGS, SKETCHES AND OR PHOTOS THAT WILL HELP EXPLAIN THE VARIANCE TO BOARD MEMBERS. SUBMIT TO AREA PLAN OFFICE.**
- **SUBMIT ONE LIST OF ADJACENT AND ABUTTING PROPERTY OWNERS.**
- **THE AREA PLAN DIRECTOR WILL VERIFY THOSE PROPERTY OWNERS; PREPARE THE LETTERS THAT ARE TO BE SENT TO THE ADJOINING PROPERTY OWNERS ALONG WITH THE NOTICE OF PUBLIC HEARING FOR THE LIBERTY HERALD.**
- **YOU ARE RESPONSIBLE FOR PAYMENT FOR THE NOTICE OF PUBLIC HEARING TO THE LIBERTY HERALD AND THE CERTIFIED LETTERS TO BE MAILED.**
- **THE LETTERS TO THE ADJOINING PROPERTY OWNERS MUST BE SENT CERTIFIED/RETURN RECEIPT MAIL. YOU ARE RESPONSIBLE FOR SENDING THE LETTERS AND RETURNING THE CERTIFIED TAGS TO THE AREA PLAN OFFICE.**
- **THE NOTICE OF PUBLIC HEARING IS TO BE TAKEN TO THE LIBERTY HERALD NO LATER THAN 12:00 ON TUESDAY, TWO WEEKS PRIOR TO YOUR HEARING.**
- **A PUBLIC HEARING SIGN IS TO BE POSTED ON THE PROPERTY REQUESTING A VARIANCE. ON THE EVENING OF THE HEARING YOU WILL RETURN THE SIGN TO THE AREA PLAN OFFICE.**
- **OWNERS SHALL BE PRESENT AT THE BOARD MEETING "HEARING" CONCERNING THE VARIANCE PETITION.**

IF YOU HAVE ANY QUESTIONS, CONTACT THE UNION COUNTY AREA PLANNING OFFICE AT 458-5044.

OUR OFFICE WILL PROVIDE THE LEGAL VERBIAGE TO BE USED FOR THE PUBLIC NOTICE. IT WILL BE THE RESPONSIBILITY OF THE PETITIONER TO:

- (1) TAKE ONE LEGAL NOTICE TO THE LIBERTY HERALD OFFICE LOCATED AT 10 NORTH MARKET STREET IN LIBERTY.**

AND

- (2) SEND A COPY OF THE LEGAL NOTICE BY CERTIFIED/RETURN RECEIPT MAIL TO ADJACENT PROPERTY OWNERS NO LESS THAN (20) DAYS PRIOR TO THE BOARD MEETING, NOT INCLUDING THE DAY OF THE MEETING.**

*** PLEASE NOTE: THE LIBERTY HERALD'S DEADLINE TO GET THE ARTICLE IN THE PAPER IS TUESDAYS AT 12:00 NOON. THE ARTICLE MUST RUN TEN (10) DAYS BEFORE THE HEARING.**

PETITIONER'S PRESENTATION TO THE BOARD OF ZONING APPEALS

- 1. PLEASE STAND AND SPEAK CLEARLY WHEN YOUR DOCKET NUMBER IS CALLED.**
- 2. STATE YOUR NAME AND CURRENT ADDRESS FOR THE RECORD.**
- 3. EXPLAIN IN DETAIL THE VARIANCE YOU ARE REQUESTING TO THE BOARD MEMBERS.**
- 4. EXPLAIN WHY YOU ARE REQUESTING THE VARIANCE.**
- 5. EXPLAIN THE HARDSHIP INVOLVED THAT CAUSES YOU TO NEED THE VARIANCE YOU ARE REQUESTING.**
 - A. EXPLAIN IN DETAIL WHY THE APPROVAL OF YOUR VARIANCE WILL NOT BE INJURIOUS TO THE PUBLIC HEALTH, SAFETY, MORALS, AND GENERAL WELFARE OF THE COMMUNITY.**
 - B. EXPLAIN IN DETAIL THAT IF THE VARIANCE IS APPROVED THAT THE PROPERTY ADJACENT TO THE PROPERTY WHERE THE VARIANCE IS TO BE LOCATED WILL NOT BE AFFECTED IN A SUBSTANTIALLY ADVERSE MANNER.**
 - C. EXPLAIN IN DETAIL WHY THE STRICT APPLICATION OF THE REQUIREMENTS OF THE EXISTING ZONING ORDINANCE WOULD RESULT IN AN UNNECESSARY HARDSHIP IN THE USE OF THE SUBJECT PROPERTY.**

