

**SECTION D**

**VARIANCE / USE ON APPEAL APPLICATION**

For all applications to the **Board of Zoning Appeals (BZA)** requesting either:

- Variance** – Relief from dimensional or bulk standards in the Zoning Ordinance where strict application would cause practical difficulties or undue hardship.
  
- Use on Appeal (Special Exception)** – A use not normally permitted in the zoning district but allowed with BZA approval if conditions in the ordinance are met.

**Standards for Approval**

Variance – The BZA must find that:

- Special conditions exist peculiar to the property.
- Strict application deprives the property of rights enjoyed by others in the district.
- The variance will not confer special privileges denied to others.
- The variance is the minimum necessary to relieve the hardship.
- The variance is consistent with public interest and the ordinance’s intent.

Use on Appeal (Special Exception) – The BZA must find that:

- The use complies with all ordinance conditions for that use.
- The use will not be detrimental to the public welfare or injurious to other property.

**Request and Explanation**

Describe specifically what is being requested:

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Explain how your request meets the applicable standards:

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\_\_\_\_\_

**Required Attachments**

- Proof of ownership or owner authorization letter
- Warranty deed or legal description of the property
- Site plan or scaled property sketch
- Narrative addressing each standard for approval
- Photographs or supporting evidence
- Application fee