



Check One:

**SPECIAL EXCEPTION APPLICATION  
VARIANCE APPLICATION**

Name (Applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address (Applicant): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Describe exact reason for the request and physical nature of the premises:

Statement of hardship imposed if request is not granted:

**Attach:**

\_\_\_\_ **Non-Refundable** filing fee (*Please note all costs of advertising- newspaper & required adjacent property letters- will be billed to the applicant*)

\_\_\_\_ Survey, plot plan, sketches, drawings, or other materials that would be useful to assist in reviewing the request. For variances, show the current setback lines and proposed setback lines.

\_\_\_\_ If applicable, written permission from the property owner for the applicant to make this request or copy of contract for sale which grants permission to applicant to get City approvals.

Applicant Statement: **I AFFIRM UNDER PENALTY OF PERJURY THAT THE INFORMATION SUBMITTED HEREWITH IS TRUE AND FACTUAL, TO THE BEST OF MY KNOWLEDGE.**

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_