



Variance / Appeal of Staff Interpretation

Application & Checklist

Rev 2011-05-13

Application # _____

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Board of Adjustment agenda until the application is completed and required information is provided.**

Property Information	Address _____ Parcel No. _____ Zoning: _____ Lot-Block _____ Acreage _____	Project Description	Request (select one): <input type="checkbox"/> Administrative Appeal <input type="checkbox"/> Variance from Code Section: Building Size (square feet): Existing _____ Proposed _____ Date existing structure was built _____
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Owner	Name _____ Phone _____ Address _____ Fax _____ City, State, Zip _____ E-mail _____	Select if this is the primary contact
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Representative	Name _____ Phone _____ Address _____ Fax _____ City, State, Zip _____ E-mail _____	Select if this is the primary contact
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Property Owner/ Authorized Agent: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

Signature _____ Date _____

Property Owner/ Authorized Agent: I certify that I am the owner of the property this is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Signature _____ Date _____

Staff Use Only	Date Application Submitted
	Date Accepted as Complete Accepted By



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1. **Application Form.** Completed application form.
2. **Fee.** Payment of the application fee as found in Chapter 155 in the code of Ordinances. [http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter155fees?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown_ar\\$anc=](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter155fees?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=)
3. **Plan Drawings.** Submit two (2) copies of the site plan (24" wide by 36" high) drawn to scale showing all existing and proposed structures dimensioned from the structure to the property line, as well as a digital copy in PDF & DWG format. Existing setbacks and required setbacks must also be shown on the site plan. The site plan should be folded to 8 1/2 X 11 sized papers.
4. **Deed / Survey.** A copy of the deed or survey of the property.
5. **Narrative.** Written explanation of the appeal on separate sheet demonstrating each of the following criteria:
 - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land structures or buildings in the same district.
 - b. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
 - c. That the special conditions and circumstances do not result from the actions of the applicant.

Note: No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

Please note: Depending on the nature of the variance request, additional information may include, but is not limited to: photographs or an architect's drawing renderings or a proposed building plan as deemed necessary by the Planning Department staff and / or the Board of Adjustment.



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Variance/Appeals Review & Approval Process

