



Variance Application & Checklist

Tontitown Planning Commission

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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