

BOARD OF ZONING APPEALS

INSTRUCTIONS TO APPLICANT

APPLICATION FOR VARIANCE

1. The appellant must complete the attached application form. All blanks must be filled in and blanks not applicable should be noted as N/A (not applicable).
2. Appellant must submit a list of the names and mailing addresses of owners of all property within a distance of two hundred (200) feet of the boundaries of the property included within the application.
3. The applicant must submit a statement, in writing, justifying the variance requested; indicating specifically the provisions of the Zoning Regulations from which variance is requested; and outlining in detail the manner in which it is believed that this application will meet each of the five conditions set out by State statute. The applicant's statement shall contain remarks pertaining to each of the five conditions as follows:
 - A. Uniqueness: The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and **IS NOT CREATED BY AN ACTION OR ACTIONS OF THE PROPERTY OWNER OR APPLICANT.**
 - B. Adjacent Property: The granting of the permit for the variance will not adversely affect the rights of the adjacent property owners or residents.
 - C. Hardship: The strict application of the provisions of the Zoning Regulations of which the variance is requested will constitute unnecessary hardship upon the property owner represented in the application.
 - D. Public Interest: The variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity or general welfare.
 - E. Spirit and Intent of the Zoning Regulations: The granting of the variance desired will not be opposed to the general spirit and intent of the Zoning Regulations.
4. The applicant must submit a sketch, drawn to scale and showing the lot or lots included in the application; the structures existing thereon; and the structures contemplated necessitating the variance requested. All appropriate dimensions should be included and any other information that would be helpful to the Board of Zoning Appeals in consideration of the application.
5. The above-listed documents together with the required fee of \$100 shall be submitted to the office of the Zoning Administrator.

BOARD OF ZONING APPEALS

Case No. _____

Date Filed _____

APPLICATION FOR VARIANCE

1. Name of Appellant _____
Mailing Address _____ Phone _____
Name of Agent _____
Mailing Address _____ Phone _____
Relationship of applicant to property is that of _____
(owner, tenant, lessee, other).

2. The variance requested is: _____

for property located _____
and legally described as _____

in Kiowa, which is presently zoned _____.
(Attach metes & bounds description on separate sheet.)

3. The applicant herein acknowledges:
- A. That he has received an instruction sheet concerning the filing and hearing of this matter.
 - B. That he has been advised of the fee requirements established; and that the appropriate fee is herewith tendered.
 - C. That he has been advised of his right to appeal of the decision of the Board to the District Court.

(Name)

OFFICE USE ONLY: Received by the Zoning Administrator, at _____(A.M.) (P.M.)
on _____, 20____, together with appropriate fee of \$_____.

Name and Title