



**APPLICATION FOR VARIANCE
BOARD OF ZONING APPEALS**



Applicant Information

Name: _____

Address: _____

Phone Number: _____ Email _____

Location of Land

Address: _____

Legal Description: _____

Variations being requested (to be completed by Zoning Official):

1. _____

2. _____

3. _____

4. _____

Purpose: _____

Justification of Variance:

In order for a variance to be granted, the applicant must demonstrate to the Board of Zoning Appeals that owing to special conditions a literal enforcement of the provisions of the Zoning Ordinance would result in unnecessary hardship and that the items are true:

- (1) That special conditions and circumstances exist, which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same district.
- (2) That literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Zoning Ordinance.
- (3) That the special conditions and circumstances do not result from the actions of the applicant.

I certify that the information contained in this application and its supplements to be true and correct.

Signature of Owner

Date

FOR OFFICIAL USE

Date Filed: _____

Date of Notice to Parties of Interest: _____

Date of Notice to Newspapers: _____

Date of Public Hearing: _____

Fee Paid: _____

Decision of Board of Zoning Appeals: Approved Denied

If approved, the following conditions and safeguards were prescribed:

1. _____
2. _____
3. _____
4. _____
5. _____

If Denied, Reason(s) for denial:

1. _____
2. _____
3. _____
4. _____
5. _____

Date: _____

BZA Secretary

Ordered: _____

Chair

Complete Application Materials

1. Application for Certificate of Zoning Compliance
2. Application for Variance
3. Letter to the Board of Zoning Appeals stating nature of request and justification (see otherside).
4. Copy of Deed to the property or legal description for purpose of publication in the newspaper.
5. Plot Plan
6. Application Fee (\$50) payable to the City of Wheeling

Meetings are held the third Thursday of each month.

Next meeting _____ at 9:30 a.m., in City Council Chambers, Room 103.

Complete Application must be submitted 17 days prior to meeting. _____

You must be present to be heard.