



Town of Hilliard Variance Application

FOR OFFICE USE ONLY

File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

A. PROJECT

- 1. Project Name: _____
- 2. Address of Subject Property: _____
- 3. Parcel ID Number(s) _____
- 4. Existing Use of Property: _____
- 5. Future Land Use Map Designation: _____
- 6. Zoning Designation: _____
- 7. Acreage: _____

B. APPLICANT

- 1. Applicant's Status Owner (title holder) Agent
- 2. Name of Applicant(s) or Contact Person(s): _____ Title: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____
- 3. If the applicant is agent for the property owner*:
Name of Owner (title holder): _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. STATEMENT OF VARIANCE SOUGHT

1. Requested Variance: _____

2. Section of Town Code under which the variance is sought _____

3. Reason Variance is requested: _____

4. Statement of Facts for Requested Variance (Use additional pages if necessary)

(PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY. THESE FACTS WILL BE USED BY THE STAFF TO MAKE A RECOMMENDATION AND THE PLANNING AND ZONING BOARD IN MAKING THEIR DECISION)

a. Extraordinary and Exceptional Conditions- What are the extraordinary and exceptional conditions (such as topographic conditions, narrowness, shallowness, or the shape of a parcel of land) pertaining to the particular piece of land for which the variance is sought, that do not generally apply to other land or structures in the same district?

b. Not Result of Action by Applicant- Why are the special circumstances not the result of the actions of the applicant?

c. No Special Privilege- Does the granting of the variance confer any special privilege on the applicant that is denied to other lands or structures in the same zone district?

d. Strict Application Deprives Use-Would the strict interpretation of the Town Code to this property effectively prohibit or unreasonably restrict the utilization of the land and result in unnecessary and undue hardship?

e. Minimum Variance- Is the variance the minimum action that will make possible the reasonable use of the land or structure which is not contrary to the public interest, and which would carry out the spirit of the Town Code?

f. Not Detrimental-Is the granting of the variance detriment to the adjacent land, and the character of the zoning district in which the land is located?

D. ATTACHMENTS (One hard copy or one copy in PDF format)

- 1. Copy of Warranty Deed or other proof of ownership
- 2. Legal description
- 3. Survey of the property
- 4. Site plan of the property indicating setbacks, proposed construction and requested variance.

F. FEE.

Residential property - \$300
 Non- residential - \$500

- a. The Cost of postage, signs, advertisements, and outside consultants are in addition to the application fee.
- b. The applicant is responsible to pay the cost of the advertisement and signs.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 4 attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

 Signature of Applicant

 Signature of Co-applicant

 Typed or printed name and title of applicant

 Typed or printed name of co-applicant

 Date

 Date

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20__, by _____

_____, who is/are personally known to me, or who has/have produced _____
 as identification.

NOTARY SEAL

 Signature of Notary Public, State of _____