

## **GENERAL INSTRUCTIONS - APPLICATION FOR VARIANCE/APPEAL BOARD OF ZONING ADJUSTMENT**

### **1. NATURE OF VARIANCE/APPEAL**

In describing the exact nature and type of variance or appeal being requested, the applicant must clearly indicate the specific requirements that are being requested for a variance and/or the administrative decision or interpretation that is being appealed. The applicant should describe the particular provisions of this Ordinance or other laws that prevent the proposed use or construction and how the 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 this Ordinance.

### **2. SUPPORTING INFORMATION**

The applicant must provide a site plan as a part of the application. The site plan does not have to be drawn to a scale. The site plan must accurately show north arrow, vicinity map, streets, sidewalks, property lines, location of utilities, natural features, easements, the location of existing and proposed construction, open yard areas, curbs, fences, walks, driveways, parking (with each space clearly delineated), entrances and exits, signs and any other information the Zoning Administrator may deem appropriate to present to the Board of Zoning Adjustment.

### **3. NOTIFICATION**

In applying for a variance, the applicant shall supply the names and addresses of owners of property within one hundred (100') feet of the perimeter of the property where the variance is being sought.

### **4. FEE**

A filing fee of \$XXX must accompany every application.

### **5. ATTENDANCE**

No action will be taken on any application unless the applicant or authorized agent is present at the meeting to answer any questions that may be raised at the meeting.

**APPLICATION FOR VARIANCE/APPEAL  
BOARD OF ZONING ADJUSTMENT**

1. Name of Applicant(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name of Property Owner (if different than applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Address and Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

5. Requested Variance/Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Reasons and justifications for Variance/Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION AND AGREEMENT**

1. The applicant/owner declares that the statements on this application are true and correct.
2. The owner's signature is certification that he/she is the owner of the subject property and consents to the submission of the application for a variance, even if a non-owner applicant submits the request.
3. By filing a petition for a variance, the applicant/owner consents to allow the appropriate Village of Williamsport employees to enter the property described in this variance request for the purposes to inspect and photograph the site.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Owner \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Applicant \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Board of Zoning Appeals**

Date Filed \_\_\_\_\_ Fee: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Action by Zoning Appeals Board: On the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

The Zoning Appeals Board (APPROVED) (DENIED) the variance/appeal with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved/Denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Appeals Board: \_\_\_\_\_

\_\_\_\_\_