



APPLICATION FOR REQUEST OF VARIANCE
Board of Adjustments

The following items are required to be submitted with application:

	Letter/Email of denial from the Building Official
	Site Plan
	Survey
	\$400.00 (\$150.00 + \$250.00= fee, publication & notification)

Property Information For Which Variance Being Requested:

Address: _____

Legal Description: Lot _____ Block: _____ Subdivision: _____

Owner: _____

Address: _____

City, State, Zip: _____

Phone No. : _____

E-Mail: _____

The exact provision of the Code or Ordinance from which the applicant seeks a variance:

Give a description of the specific variance the applicant seeks:

Give a brief explanation why the applicant believes the Board should grant the requested variance, including hardships or any information relevant to the Board’s consideration of the matter:

Signature of Applicant

Date

INFORMATION FOR A VARIANCE REQUEST

Chapter 155 of the Code of Ordinance of the City of Freeport allows for modifications and exceptions to the Ordinance on a site-specific basis. You may request a variance for the following basic reasons:

1. Special circumstances beyond your control exist on the property related to size, shape, area, topography, surrounding conditions, and/or location.
2. The Ordinance denies the property owner the rights extended under the Comprehensive Zoning Ordinance to surrounding property owners.

If you feel either of these apply to your particular situation, you may apply for a variance. To apply you must provide the City Staff the following:

1. A written request specifically and clearly stating your plans and any obstacles or hardships imposed by meeting the requirements of the Comprehensive Zoning Ordinance.
2. A complete legal description of the property.
3. A plot plan showing your property lines, all buildings on your property (with dimensions of the buildings and the distance separating buildings) and the proposed addition or structure discussed in the request. We will also need the distance from the proposed structure to the nearest property line or building in all four directions.
4. The applicant must pay all fees at the time the request is made.

State law requires the City to hold a public hearing on all zoning changes or variances. We will hold the public hearing before the Board of Adjustments which meets as called. At least ten (15) days prior to the public hearing, the City must notify all owners of property within 200 feet of the property identified in the request.

To meet the deadlines imposed, any request must be in our office in a completed form before the first day of the month prior to the meeting. If we do not have all the necessary information, we cannot put it on the agenda for that meeting and the Board of Adjustments cannot hear the request at that meeting. If the information is not presented in a complete and legible form, we will return all materials and fees to the applicant making the request and we will NOT schedule a meeting.