Board of Adjustment Application Checklist

Ge	eneral Requirements:						
	Universal application form and the appropriate fees.						
	Letter of explanation/justification.						
	Site plan (if applicable) for the property. These copies should be individually	folded with drawing side out.					
	ocation map clearly indicating the site in relation to adjacent streets, distance to nearest intersection and her landmarks.						
	Proof of ownership (recorded property deed or current year tax statements).						
	Documentation on any and all liens and lien holders of property.						
	Electronic .pdf or an email containing the required documents in Adobe PDF format only.						
	I have reviewed the checklist and all submittals for completeness submittal is determined to be incomplete, additional fees may be assesse						
	Signature	Date					
Co	ntent of the Letter of explanation/justification for a Zoning Variance:						
fina me	riance can only be granted if I prove hardship by meeting four of the condition ancial or self-induced hardship cannot be considered for granting a variance eet these four conditions. The requested variance does not violate the intent and spirit of the ordinance	. Below I explain exactly how I					
	The requested variance does not violate the intent and spirit of the ordinant						
2.	Special conditions of restricted area, shape, topography or physical feature subject parcel of land and are not applicable to the other parcels of land in						
_							
3.	The hardship is in no way the result of the applicant's action:						
4.	The interpretation of the provisions in this ordinance would deprive the enjoyed by other properties in the same zoning district that comply with the						

CITY OF DECATUR DEVELOPMENT SERVICES UNIVERSAL APPLICATION

Check box to indicate application type Incomplete applications will be rejected.									
Annexation Petition	Gas Well Development Plat	·	Use Permit						
Amending Plat	Plat Extension-Final or Prelin		ion Variance						
Comprehensive Plan Amendment	☐ Preliminary Plat	☐ Zoning C	•						
Conveyance Instrument	☐ Replat	_	/ariance (ZBA)						
Design Standards Variance	ROW Use Agreement	☐ Vacation							
☐ Final Plat	☐ ROW Abandonment / Closing								
<u>Application Requirements</u> : Signed application form, application fees, Copy and filing fees, Proof of Ownership (Recorded Deed or current tax statements), required # of plats / plans, signed checklist and a PDF of all documentation.									
PROJECT INFORMATION: ☐ Residential ☐ Commercial Is this property platted? ☐ Yes ☐ No If this property is not platted, submit a survey with complete metes and bounds description sealed by a licensed surveyor									
Project Name:	ct Name:Total Acres								
Project Address (Location):	ON OR SURVEY WITH METES & ROUNDS DESCRIPTION SEALED BY A	Parcel(s) Tax ID R #:							
Project Address (Location):									
Brief Description of Project:		E	ΓJ □ Yes						
Existing Use: Exist	cing Zoning:# of !	Existing Lots:# of Existi	ng Units:						
Proposed Use: Prop	osed Zoning: # of Prop	oosed LotsProposed l	Jnits:						
APPLICANT INFORMATION:	Plea:	se circle your preferred method of co	ontact.						
Applicant / Company	E	mail							
Address	Phone	Fax							
		Zip							
Property Owner	E	mail							
Address									
City									
Please state the identity of any individual(s), or	other entities that presently hold a lien u	pon the real estate which is the subject o	of this request:						
Lien Holder (if applicable)	E	mail							
Address_	Phone	Fax	Fax						
City	State	Zip							
Key Contact/Company									
Address	Phone	Fax							
City	State								
		<u> </u>							
(MUST BE SIGNED FOR ALL APPLICATIONS		nature is other than property							
owner and a letter of authorization is required I hereby certify that I am the owner of the			epartmental Use						
authorized agent of the owner of said prop									
application, to the best of my knowledge a	Case#:	:							
PROPERTY OWNERS INFORMATION									
	Projec	ct Mgr :							
PRINT NAME	SIGNATURE OF	F PROPERTY OWNER Total	Fee(s):						
PRINT NAME	_								
LIEN HOLDER (MUST BE SIGNED FOR ALL I	Payme	ent Method:							
If applicable, Lien holder/mortgagee must		Δccen	ted By:						
PRINT NAME	SIGNATURE OF	F LIEN HOLDER							

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first Tuesday of each month, while Council meets on the 2nd and 4th Mondays of each month.

When should I apply?

By law, your application <u>may</u> require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Decatur".

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Decatur's Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

• Application	Yes	No	To Be Completed by Staff Accepting Application
• Fee Paid	Yes	No	Key Dates
• Survey Provided	Yes	No	On P&Z Agenda:
# of Copies			On Council Agenda:
			Newspaper Publication Dates:
• Plans Provided	Yes	No	P&Z:
# of Copies	- 40	2,0	cc:
" of copies			Property Owner Notification Date
• Application Accepted	Yes	No	
<i>I</i>			Recommendations and Decisions
			Staff:
			P&Z:
			CC.