



**Planning and Zoning Commission and Board of Adjustment
General Application Form
(Not for Site Plan Review Submittals)**

Type of Action Requested (Check One):

- | | | | |
|------------------------|-------------------------------------|----------------------------------|-------|
| Variance | _____ | SIA Application | _____ |
| Conditional Use Permit | _____ | Nonconformity Adjustment | _____ |
| Subdivision Exception | <input checked="" type="checkbox"/> | Watershed Boundary Modification | _____ |
| Zoning Text Amendment | _____ | Zoning Map Amendment | _____ |
| Appeal | _____ | Conditional Zoning Map Amendment | _____ |

Applicant: _____ Owner: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

Legal relationship of applicant to property owner: _____

Property Location/Address: _____

Tax Parcel Number: _____ Zoning District: _____ Acreage of Site: _____

Requesting Zoning (if applicable): _____

Applicant Name (Print) Property Owner Name (Print)

Applicant Signature & Date Property Owner Signature & Date

The agenda deadline is the first day of the month preceding the month of the meeting. To be considered for placement on the next meeting agenda, the signed application, application fee(s), and one (1) copy of any required site plan for staff review must be submitted by the deadline. All fees are nonrefundable and help to cover administrative and notification costs.

For Staff Use Only:

Filing Fee: _____ Receipt # _____

Application No.: _____ Date Submitted (Complete): _____



**REQUEST FOR AN EXCEPTION
FROM THE SUBDIVISION ORDINANCE**

I _____ hereby request from the Planning & Zoning Commission an EXCEPTION from the requirements of the Unified Development Ordinance for the following provision(s):

This request was made with respect to property described as:

Factors Relevant to the Approval of an Exception

Where the Planning and Zoning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve exceptions to these subdivision regulations so that substantial justice may be done and the public interest secured, provided that the exception shall not have the effect of nullifying the intent and purpose of the regulations. Furthermore, the Planning and Zoning Commission shall not approve exceptions unless it can make findings based upon the evidence presented to it in each specific case. In approving a subdivision exception, the Planning and Zoning Commission may require such conditions as will, in its judgment, secure substantially the purposes described in § 6.2 of the Unified Development Ordinance.

In the spaces provided below, indicate the *facts* that you intend to show and the *arguments* that you intend to make to convince the Commission that it can properly reach these four required conclusions:

1. **The granting of the subdivision exception will not be detrimental to the public safety, health, or welfare or injurious to other property:**

2. **The conditions upon which the request is based are unique to the property for which the relief is sought and are not applicable generally to other property:**

3. **Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out:**

4. **The relief sought will not in any manner vary the provisions of the Comprehensive Plan, or Official Zoning Map, except that those documents may be amended in the manner prescribed by law:**

I certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Applicant Signature

Date

Required as part of Subdivision Exception Submittal:

TM Fee: Please refer to fee schedule on the City’s website to determine applicable fees. Fees are nonrefundable and help to cover administrative and notification costs.