



Variance/Conditional Use Application

Application must be submitted to the Code Department 30 days prior to the Planning & Zoning

Meeting of: _____

Your representative must be present at the meeting

Street address _____ Council District _____ / _____ Map and Parcel # _____
Zoning _____ Acreage _____ Proposed Use _____ Road Frontage _____ ft. / on
_____ (street or streets)

Applicant
Name _____
Address _____
Phone # _____

Owner
Name _____
Address _____
Phone # _____

Request Type: (check one) Variance ___ Conditional Use ___

Nature of proposed use, including without limitation the type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters:

State relationship of structure and/or use to existing structures and uses on adjacent lots;

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):

State area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways:

State the particular hardship that would result from strict application of this Ordinance:

Check all that apply: Public Water: ___ Well: ___ Public Sewer: ___ Septic: ___ Electrical: ___ Gas: ___

For any application for an overlay district, a Certificate of Appropriateness or a letter of support from the Historic Preservation Commission or the Corridor Design Commission for the district is required.

Documents to be submitted with request:

- ___ Recorded deed
- ___ Survey plat
- ___ Site plan to scale
- ___ Proof of current tax status

- Application Fees:
- ___ \$100 Single Family
 - ___ \$300 Multi Family
 - ___ \$200 Commercial

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years.

The above statements and accompanying materials are complete and accurate. Applicant hereby authorizes Code department personnel to enter upon and inspect the property for all purposes allowed and required by the zoning ordinance and the development regulations.

Signature _____ Date: _____

**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

***Property owners signature if not the applicant**

Signature _____ Date: _____

_____ Date: _____

Notary Public

Commission Expires: _____

I hereby withdraw the above application: Signature _____ Date _____