

CITY OF WEST COLUMBIA
Zoning Board of Appeals
Variance Appeal

Appeal #: _____ Date Filed: _____ Permit Application #: _____

Instructions – Please Read

This form must be completed for a hearing on an application for a variance. **Entries must be printed or typewritten.** If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not the owner, the owner(s) must sign the **Designation of Agent**. An **accurate, legible plot plan** showing property dimensions and locations of structures and improvements must be attached to an application for a variance. No application for a variance will be received for inclusion on the Zoning Board of Appeal’s agenda unless the following conditions are met at least **thirty (30) days** prior to the date of the Board meeting:

- a. All questions on this application have been **fully** answered (Use additional paper if necessary);
- b. The application has been signed by the **owner** or agent with the signed **Designation of Agent** (Signatures required on Page 1 and on Page 4);
- c. A **plot plan drawn to scale**, showing the actual dimensions and shape of the lot, the exact size and locations on the lot of all buildings and signs existing and proposed, and the location of all required parking spaces has been submitted;
- d. The Zoning Administrator has certified that the proposed use and construction plans comply with all provisions of the Zoning Ordinance except those for which a variance has been requested.

THE APPLICANT HEREBY APPEALS FOR A VARIANCE AS STATED WITHIN THIS DOCUMENT

Applicant(s) _____

Address: _____

Telephone: _____ (work) _____ (home)

Owner(s) [if other than Applicant(s)]: _____

Address: _____

Telephone: _____ (work) _____ (home)
(Use additional paper if necessary)

Property Address: _____

Tax Map #: _____ Zoning District: _____

DESIGNATION OF AGENT

Complete only if owner is not applicant

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Owner signature(s): _____

Owner printed names(s): _____

Date: _____

I (we) certify that the information in this application and the attached documentation is correct.

Applicant signature(s): _____

Applicant printed names(s): _____

Date: _____

1. I (we) have applied for a permit to (describe nature of permit): _____

and the administrative official has denied it on the grounds that the proposal would be in violation of the Zoning Ordinance as follows (describe nature of violation and cite the sections of Zoning Ordinance violated):

2. I (we) now appeal to the Zoning Board of Appeals for a variance from the strict application to the property of the aforementioned provisions of the Zoning Ordinance so that a zoning permit may be issued to allow use of the property in a manner shown on the attached plot plan and described as follows: _____

3. The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by State law and the ordinance are met by the following facts.

a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows: _____

b. The extraordinary and exception conditions do not result from my (our) actions (describe how the conditions and circumstances arose): _____

c. These conditions do not generally apply to other property in the vicinity as shown by: _____

d. Because of these conditions, the literal application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property in ways commonly enjoyed by other properties in the same district as follows: _____

e. The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance for the following reasons: _____

f. Granting the variance requested will not confer on me (us) any special privilege that is denied by this ordinance to owners of other lands, structures, or buildings in the same district (Explain why): _____

g. The variance requested in the minimum variance that will make possible the reasonable use of the land, building, or structure. A lesser variance would not provide for reasonable use for the following reasons: _____

h. I (we) do not claim as grounds for this variance any nonconforming use of neighboring lands, structures, or buildings in the same district, or any permitted use of lands, structures, or buildings in other districts.

Agree Disagree

4. The following documents are submitted in support of this application: _____

(A plot plan must be submitted.)

PROPOSED NEW CONSTRUCTION

1. Freestanding structure, building, or sign Addition to an existing structure, building, or sign

2. Describe use: _____

3. Number of square feet: _____ Total number of parking spaces on lot: _____

4. Maximum height of structure, building, or sign above finished grade: _____ Number of stories: _____

EXISTING USES AND BUILDING ON LOT

(To be answered only if structures, buildings, or signs already exist on lot)

- 1. Number of existing structures, buildings, or signs: _____
- 2. Size and use of existing structures, buildings, or signs (use additional paper if necessary):
 - a. Sq. Ft. _____ Use: _____
 - b. Sq. Ft. _____ Use: _____
 - c. Sq. Ft. _____ Use: _____
 - d. Sq. Ft. _____ Use: _____

Applicant signature(s): _____
 Date: _____

ADMINISTRATIVE USE ONLY – APPLICANT DOES NOT COMPLETE THIS SECTION

- The use and construction as proposed herein complies with the terms of the Zoning Ordinance except for the variances requested.
- The use and construction as proposed herein does not comply with the terms of the Zoning Ordinance except for the variances requested, explained as follows: _____

Zoning Administrator Signature: _____

ZONING BOARD OF APPEALS USE ONLY – APPLICANT DOES NOT COMPLETE THIS SECTION

- 1. The request is granted as follows without additional conditions and as stated in the findings of facts: _____
- 2. The variance is granted with the following condition, safeguards, or revisions as follows and as stated in the findings of facts: _____
- 3. The requested variance is denied for the following reasons and as stated in the findings of facts: _____

RECORD OF VOTE

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Zoning Board of Appeals Chairman

Date