



Date Received: \_\_\_ / \_\_\_ / \_\_\_

**Property Information**

Street Address: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Zoning Code Chapter Causing Variance Request: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Requested Variance:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Undersigned hereby applies for a zoning certificate, to be issued on the basis of the representation contained herein, all of which the applicant swears to be true. The applicant further agrees to conform to all zoning regulations in force on the date of the application for the area represented.*

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Fee Paid: \_\_\_\_\_

**Public Hearing:**

Date: \_\_\_ / \_\_\_ / \_\_\_

**Council Decision:**

\_\_\_\_\_ Approve      \_\_\_\_\_ Deny

\_\_\_\_\_ Approved with Conditions

Conditions (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

President Pro Tempore Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

**Variance Request Application:**

\_\_\_\_\_ Approve      \_\_\_\_\_ Deny

\_\_\_\_\_ Approved with Conditions

Zoning Administrator Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_



**Guidelines for Submission of Application**

1. All completed applications must be filed with the Municipal Office prior to the start of any work or use requiring a variance.
2. All fees and costs must be submitted with the completed application.
3. See Chapter 1147 of the Commercial Point Zoning Code for the required submittals and other relevant information pertaining to obtaining a variance.
4. Approval of this application does not supersede any Home Owner Associations guidelines or requirements if applicable. It is the applicant's responsibility to contact the Home Owner Association for additional approvals if required.

**Variance Fees**

Review Fee                    \$250.00

Notification Fee:         \$7.00 for each property owner required to be notified.