



PLANNING & CODES ADMINISTRATION

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BOARD OF ARCHITECTURAL REVIEW
NOTICE OF APPEALS FOR A VARIANCE

Please complete in ink and return to the Planning and Codes Administration Department with required attachments information, and filing fee. Variance applications require a current survey of the property, a filing fee of \$100 and a designation of agent if owner is not the applicant. Both sides of this application must be completed; incomplete applications will not be accepted.

File no.: AR \_\_-\_\_ PIN: \_\_\_\_\_ Date submitted: \_\_\_/\_\_\_/\_\_\_ Board meeting date: \_\_\_/\_\_\_/\_\_\_

OWNER(S) INFORMATION

Last name: First: Middle: Interest [ ] Sole owner [ ] Co-owner
Mailing address: City: State: ZIP Code:
Daytime phone no.: Fax no.: E-mail:

APPLICANT INFORMATION

To be completed only if Owner is not Applicant:

Applicant's last name: First: Middle:
Mailing address: City: State: ZIP Code:
Daytime phone no.: Fax no.: E-mail:

PROPERTY INFORMATION

Property address: Property dimensions: Property area: Zoning district:
\_\_\_\_\_ acres

DESIGNATION OF AGENT

To be completed by Owner(s) 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 request for a variance.

Owner name Owner signature Date
Owner name Owner signature Date

To be completed by Applicant:

I certify that the information in this request is correct.

Applicant name Applicant signature Date

## REQUIRED INFORMATION

### 1. Request for variance

Applicant hereby appeals to the Board of Architectural Review for a variance from the following architectural standard(s) for the property described on this application:

### 2. Justification for variance

The applicant must demonstrate to the BAR that the following standards have been met:

- a. To adhere to the regulations would result in unnecessary hardship:
  
  
  
  
  
  
  
  
  
  
- b. The alternative site planning and/or building design approach meets the same design objectives as the regulations:
  
  
  
  
  
  
  
  
  
  
- d. The character of the district will not be harmed by the variance being granted:

### 3. Documents provided

The following documents are submitted to support this appeal: