# Zoning Variance Request Form

**Purpose:** This form is used to formally request a zoning variance from local zoning regulations governing the use or development of a property. A zoning variance allows for an exception to specific requirements due to unique property circumstances or hardships faced by the applicant.

## Applicant Information

**Full Name:** {fullName}

**Phone Number:** {phoneNumber}

**Email Address:** {email}

**Mailing Address:** {mailingAddress}

## Property Information

**Property Address:** {propertyAddress}

**Parcel Number:** {parcelNumber}

**Zoning Classification:** {zoningClassification}

**Existing Use of Property:** {existingUse}

**Proposed Use/Development:** {proposedUse}

## Variance Details

**Ordinance From Which Variance Is Requested:** {ordinanceSection}

**Describe the Specific Variance Requested:**

{varianceDescription}

**Explain Why This Variance Is Needed:**

{varianceReason}

**Describe the Nature of the Hardship or Practical Difficulty:**

{hardshipDetails}

**Has a Similar Variance Been Requested Previously?**

{previousVariance}

{#$ variances}

### Additional Variance Requests

|  |  |  |
| --- | --- | --- |
| **Ordinance Section** | **Description** | **Justification** |
| {#variances}{section} | {description} | {justification}{/variances} |

{/}

## Supporting Documentation

Please ensure the following documents are attached to this request:

{#documents}

* {documentName}

{/documents}

## Declaration

I, **{fullName}**, hereby declare that the information provided in this zoning variance request is true and complete to the best of my knowledge. I understand that submission of this form does not guarantee approval of the variance request.

**Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {submissionDate}

{#representative}

## Representative Information (if applicable)

**Name:** {repName}

**Relationship to Applicant:** {repRelationship}

**Phone Number:** {repPhone}

**Email:** {repEmail}

{/representative}

## Office Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **Received By** | **Date Received** | **File Number** | **Status** |
| {receivedBy} | {dateReceived} | {fileNumber} | {status} |