

HOW DO I OBTAIN A VARIANCE?

- ⇒ Meet with the Administrative Official (Finance Officer) and ask for a variance application.
- ⇒ Complete the application and pay the appropriate fee.
- ⇒ The Administrative Official will review your application and will forward the application to the Board of Adjustment.
- ⇒ The Administrative Official will set a date for a public hearing of the Board of Adjustment to hear your request.
- ⇒ Ten (10) days before the public hearing the Administrative official will publish a notice, at your expense, in the official newspaper.
- ⇒ Seven (7) days before the public hearing the Administrative official will mail you and all adjacent landowners, excluding streets and alleys, a notice, at your expense, stating that your application request is being placed upon the agenda of the upcoming Board of Adjustment Meeting.
- ⇒ The public hearing is held.
- ⇒ The Board of Adjustment will hear your request and any comments pro or con from the public.
- ⇒ The Board of Adjustment will either approve or deny your request. The Board will make written findings supporting its decision.
- ⇒ For the Board of Adjustment to grant you a variance, a vote of two-thirds (2/3) of the total membership of the Board (5 votes) will be required for passage.
- ⇒ If your request is denied, you have the option of seeking settlement through the Courts.