

119 North Hersey Avenue
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APPLICATION FOR ZONING VARIANCE

INSTRUCTIONS TO APPLICANT

1. Applicant must complete attached **Application for Zoning Variance form**. All blanks shall be filled in and those not applicable should be noted as N/A.
2. Applicant must submit a **list of names** and mailing addresses of owners of all property within a distance of two hundred (200) feet of the boundaries of the property described in the application. This list must be obtained from the Mitchell County Appraisers Office. The appraiser's office will need 48 to 72 hours advanced notice and there is a small fee for this list. While at the appraiser's office, ask for the "deed book and page number" of your property. This will be helpful in the next step.
3. Applicant must provide a **copy of the property deed** which is proof of ownership of the property. Tell the person in the Register of Deeds office the deed book and paged number of your property for quick reference. You may purchase a copy of your property deed from the Mitchell County Register of Deeds office for 20 cents a page. This deed will legally describe the property which is necessary on the application.
4. The applicant must submit **a written statement** justifying the variance requested outlining in detail the manner in which it is believed that this application will satisfy each of the nine conditions as set out by the city's Zoning Regulation. The applicant's statement shall contain compelling arguments pertaining to each of the conditions.
5. The applicant must submit a **description of the work to be done** and **a drawing**, drawn to scale showing the lot or lots included in the application, the structures existing thereon, and the structures contemplated necessitating the variance requested. All appropriate dimensions should be included and any other information which would be helpful to the Planning Commission in consideration of the application.
6. In many cases, a **property survey** will be required when the construction project encroaches into the zoning setbacks. This survey must be completed by a professional engineer or certified land surveyor. Check with the Zoning Officer before proceeding to see if this will be a requirement for your project.
7. **The application, the list of names, the deed, the statement, the description of work, the drawing and the fee** of \$50.00 shall be submitted to the City Clerk's Office before the hearing by the planning commission will be scheduled.
8. Once the application is complete and turned in to the Zoning staff with the City of Beloit, a report will be prepared and a public hearing will be scheduled and announced in the city newspaper (Beloit Call). A minimum of 20 days from the date of publication is required before the hearing can be held.

APPLICATION FOR ZONING VARINACE

- 1. Name of Applicant: _____
- 2. Address of Applicant: _____

- 3. Phone Numbers: Day: _____ Night: _____ Cell: _____
- 4. Name of Authorized Agent: _____
- 5. Address of Authorized Agent: _____
- 6. Relationship of applicant to property is that of: _____
(Owner, Tenant, Lessee, Other)
- 7. The variance requested is for property located at _____
and legally described as _____

in Beloit, KS; and which is presently **zoned as** R2 .

Give legal description or metes and bounds description below or on attached sheet **if different than the legal description.**

- As the applicant herein, or the authorized agent, I acknowledge:
- a. That I have received an instruction sheet concerning the filing and hearing of this matter.
 - b. That I have been advised of the fee requirements established, and that the appropriate fee is herewith tendered.

JUSTIFICATION

1. Use of this property is limited due to the following physical, topographical and geologic features: _____

2. Without a variance there can be no reasonable use of this property because: _____

3. The variance is requested for the following reasons: _____

4. The necessity for the variance was not created by me because: _____

5. The property possesses one or more unique characteristics generally not applicable to similarly situated properties in these ways: _____

6. The grant of the variance is the minimum variance necessary to allow reasonable use of the property.
7. The grant of the variance will not be injurious to the public health, safety or welfare.
8. I understand that the grant of a variance will not grant any special privileges to me.
9. I understand that a request for a variance for reduction of setbacks requires a property line survey by a licensed engineer or certified land surveyor.

Applicant signature

Authorized Agent signature

Received in the office of the City Clerk, on the _____ day of _____, 20____,
together with the appropriate fee of \$50.00.

Planning Commission Secretary or Zoning Officer

Reminder of Elements Included in Application

- 1.** Applications Form
- 2.** Justification questions: fill in the blanks of items 1 thru 5. Your signature is your acknowledgement and understanding of all 9 items of the justifications statement.
- 3.** Copy of the property deed
- 4.** List of names of property owners within 200 feet
- 5.** Drawings and Description of work to be done
- 6.** Copy of Survey (if required)
- 7.** \$50.00 Fee