

Variance



Meet with Planning staff

Planning staff meets and provides recommendation to applicant prior to application

Submit variance application

- Submittal requirements:**
1. Completed application.
 2. Required fee.
 3. Proof of ownership.
 4. Letter of authorization if not the property owner.
 5. Property survey (not older than 5 years).
 6. Plot plan showing variance request.
 7. Statements/letters of no objections from abutting property owners.
 8. See BOAA submittal calendar.
 9. Approved applications have a 30 day appeal period.

Staff report prepared

Site visit conducted with pictures taken.

Board of Adjustment and Appeal (BOAA)

- Advertising**
City staff responsibility:
 17 days prior to the BOAA meeting:
1. Legal advertisement.
 2. Abutter letter to abutting properties.
 3. Site posting (one per frontage).

Application approved or denied

Denied

Approved

Reconsideration (same meeting) – see BOAA Rules of Procedures

or

Rehearing - see BOAA Rules of Procedures

or

Appeal to Circuit Court

Board order prepared and signed (30 day appeal period from date of BOAA hearing date)

Obtain building permit

- Notes:**
1. No building permit shall be issued until 30 day appeal period expires.
 2. Permit review of plans can occur during appeal period.
 3. Building permit must be issued within one year of BOAA decision or variance expires.

Board order recorded by City Clerk's office