

FEE: \$50 before violation  
\$200 after violation

## BATESVILLE BOARD OF ZONING ADJUSTMENT

### Application for Variance

Please complete this form and provide all attachments as required. Failure to provide complete and accurate information may result in processing delays.

#### Property Owner

Address of property [if different from property owner]

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Current Zoning: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Basis of Request

Provide a brief but specific explanation of the variance requested.

#### Justification

Provide a brief, concise explanation as to why the variance is necessary. *Be specific about how the circumstances are unique to this property.*

#### Site Map

Provide a plot plan of the property, showing sufficient information to determine existing and proposed requirements. (See instructions for more details regarding map requirements.)

By signing this application, I declare that, to the best of my knowledge and understanding, the information contained herein is accurate and a truthful representation of the facts involved in this matter. I further understand that if any material misrepresentation of the facts contained herein is discovered, the application will be withdrawn from further consideration.

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed

#### FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Filing Fee Received: \_\_\_\_\_

Date to BA: \_\_\_\_\_

Date of BA: \_\_\_\_\_

Date of Action: \_\_\_\_\_

Instructions for completing  
**Application for Variance from the Zoning Regulations**

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- Property Owner ✓ Provide the name, address and phone number of the owner of the property for which a variance is requested. If this address is different from the address of the property, list the address of the property. If the property does not have an address, provide a legal description or plat description to physically locate the property.
- Property Information ✓ Indicate the current zoning classification(s) of the property(ies)
- Basis of Request ✓ This narrative should be specific in describing the requirements of the zoning code from which a variance is being requested. Be equally specific in describing the extent of variance being requested.
- Justification ✓ Provide a narrative explanation as to how the circumstances of this particular property are unique and thus warrant a variance from the strict interpretation of the normal requirements. You must be able to make a compelling case that this circumstance is not generally found in other properties in this zoning classification. The narrative should be concise and specific; vague presentation and generalities will not provide a sufficient basis for affirmative Board action.
- Site Map ✓ Provide a map which includes the following information:
- Boundary of property included in the variance request, with bearing and distances;
  - Property lines, names and address of property owners within 200 feet of boundary of the proposed zoning district revision. If parcels are part of subdivision, indicate name of subdivision and plat book number, page and date recorded;
  - Date, map scale, and north arrow;
  - Contour lines, at not less than 5 foot intervals;
  - Location and name of all existing streets (showing pavement width, type, and right-of-way);
  - Location of all existing utilities and their easements;
  - Location of all existing and/or proposed structures, indicating address, construction type, usage;
  - Location of any and all drainage ways, flood prone areas, and precise location of 100-year flood area;
  - Boundary lines of existing zoning districts;
  - Proposed utilities, if any;
  - Proposed streets, if any;
  - Location of significant natural features