

**CITY OF HOISINGTON
JOINT PLANNING COMMISSION/BOARD OF ZONING APPEALS**

**APPLICATION FOR VARIANCES
INSTRUCTIONS TO APPLICANT**

1. The applicant must complete the attached application form. All blanks should be filled in and any not applicable should be marked with a N/A.
2. The applicant shall submit a statement in writing (typed or printed) justifying the variance requested; Showing specifically the enforcement provisions of the zoning regulations from which variance is requested; and outlining in detail the manner in which it is believed that this application will meet each of the five conditions, as set out by State Statute. The applicant's statement shall contain remarks concerning each of the said five conditions as follows:
 - A. **Uniqueness:** The variance requested arises from such condition which is unique to the property in question which is not ordinarily found in the same zone or district; and requested variance is not created by an action or actions of the property owner or applicant.
 - B. **Adjacent Property:** The granting of the permit for the variance will not adversely affect the rights of the adjacent property owners or residents.
 - C. **Hardship:** The strict application of the provisions of the zoning ordinance of which a variance is requested will constitute an unnecessary hardship upon the property owner represented in the application.
 - D. **Public Interest:** The variance desired will not adversely affect the public health, morals, order, convenience, prosperity or general welfare.
 - E. **Spirit and Intent of the Zoning Regulations:** The granting of the variance desired will not be opposed to the general spirit and intent of the Zoning Regulations.
3. The applicant must submit a sketch, 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 Joint Planning Commission/Board of Zoning Appeals in consideration of this application.
4. The above-listed documents, together with an application fee of \$200.00, shall be submitted to the office of the Zoning Administrator or the City Manager.

5. The subject property shall be marked to provide the members of the Joint Planning Commission/Board of Zoning Appeals an opportunity to view the location of the requested variance. The applicant and his agent, not less than ten (10) days before hearing date, are required to stake out or mark the area being requested for variation and proposed structures to be located on the site.
6. The applicant must be present at the time of the public hearing or the application will be continued until the next meeting.