



OFFICE USE
CASE NO. _____

APPLICATION FOR VARIANCE

(PLEASE TYPE OR PRINT IN BLACK INK)

Fee: \$150.00 [Z-V]

I. APPLICANT/AGENT		Name: _____	
Mailing Address:	Street	Phone:	_____
	City	State	Zip
			Mobile:
		Email:	_____
II. PROPERTY		Street Address: _____	
Owner:	_____	Zoning:	_____
Mailing Address:	Street	Tax Map No:	_____
	City	State	Zip
			Parcel No:
		Phone:	_____
III. NARRATIVE		Describe the specific use and the standard for which the variance is sought.	
IV. ATTEST		Finance Rev'd	
<p>I hereby certify that I am the owner of record of the named property, or that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. The granting of a variance does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of any and all related approvals. The undersigned has the power to authorize and does hereby authorize City of Morgantown representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions. I hereby authorize the Development Services Department to erect a notification sign on the subject property approximately 15 days prior to the BZA hearing. I further agree to maintain said signage and hereby accept responsibility in case of destruction or removal.</p>			
Type/Print Name of Applicant/Agent	Signature of Applicant/Agent	Date	



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You or a representative MUST be in attendance at the scheduled hearing to present this request and answer questions. Failure to appear at the hearing will result in your variance petition being tabled and potential delay of your project.

V. SITE PLAN	<p>This application must be accompanied by a site plan illustrating the following information, unless otherwise stipulated by the Planning Division or Board of Zoning Appeals.</p> <ul style="list-style-type: none"> • Vicinity map showing all adjacent properties and nearby streets within a 300-foot radius around the project site, drawn or illustrated at an appropriate scale. • A site plan (3 copies) drawn to scale at a minimum 1" = 50' and a maximum of 1" = 10' and include the following: <ul style="list-style-type: none"> – The actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a licensed land surveyor or registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law. – The exact sizes and locations on the lot of existing structures, if any. – The location(s), square footage(s), and dimensions of all proposed principal, accessory and/or temporary structure(s), and/or alteration(s). – The location of the lot with respect to adjacent rights-of-way. – Parking Plan. The location and dimensions of off-street parking and means of ingress and egress for such space. – Required and proposed setbacks. – Buffer yard location and landscaping and screening plan, if applicable. Landscaping Plan should be a separate drawing based on the site plan. – Location of garbage collection area and screening. – Location of existing and/or proposed signage, if applicable. – Roadway typical detail for internal roadways, if applicable. • Additional information that may be required by the Planning Division or the Board of Zoning Appeals includes building elevations/renderings, floor plans, traffic impact study, existing and proposed grading plans, erosion and sediment control plan, stormwater management plan, etc.
VI. FINDINGS OF FACT	<p>The Board of Zoning Appeals may grant a variance request only if each of the following "Findings of Fact" criteria are determined to be in the positive. Applicants must give their own responses to the following finding of fact statements.</p>



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VI. FINDINGS OF FACT	COMPLETE THE FOLLOWING STATEMENTS IN THIRD PERSON.
3. The variance will eliminate an unnecessary hardship and permit a reasonable use of the land, because:	
4. The variance will allow the intent of the zoning ordinance to be observed and substantial justice done, because:	