

ADMINISTRATIVE VARIANCE (AV)

Drawings	
	Survey
	Plat
	Conceptual Plan

Documents	
	Pre-Application Form
	All Purpose Application Form
	Warranty Deed
	Scope of Work Letter
	Letter(s) of no objection: <ul style="list-style-type: none"> a. Adjacent property owners (Link to template) b. Homeowners Association (HOA)
	<p>Criteria Letter (Link to template)</p> <p>A letter justifying the variance based on the criteria set forth in Section 12-309(B):</p> <ul style="list-style-type: none"> a. There are special circumstances or conditions applying to the land or building for which the variance is sought, which circumstances or conditions are peculiar to such land or building and do not apply generally to land or buildings in the same district, and that said circumstances or conditions are such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of such land or building for which the variance is sought, and that alleged hardship is not self-created by any person having an interest in the property. b. The granting of the variance is necessary for the reasonable use of the land or building and that the variance as requested is the minimum variance that will accomplish this purpose. c. That granting the variance will be in harmony with the general purpose and intent of this chapter and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

Process

