



Office Use Only

**APPLICATION FOR VARIANCE**

A request for a variance may be made when an aggrieved party can submit proof that strict adherence to the provisions of this Zoning Code would cause him undue hardship or create conditions causing greater harmful effects than the initial condition. A variance granted to a nonconforming use brings that use into conformance with the district and zoning requirements. (Ord. 635-96). *To qualify for a variance, the applicant must demonstrate that their property meets three requirements – unique property limitations, no harm to public interests and unnecessary hardship.*

**Filing fee: \$350 non-refundable fee – paid with application.**

**Due date: Completed application and materials are due by the 15th of the month**

**AN INCOMPLETE APPLICATION WILL DELAY REVIEW**

<b>Owner or Agent:</b>			<b>Contractor:</b>		
Company Name:			Company Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		

**PROPERTY INFORMATION**

Address: \_\_\_\_\_ Tax parcel number \_\_\_\_\_

Lot area & dimensions: \_\_\_\_\_ sq. ft., \_\_\_\_\_ x \_\_\_\_\_ ft.

Zoning district \_\_\_\_\_

Current use & previous improvements \_\_\_\_\_

Identify all non-conforming structures and /or land uses on the property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has previous appeal or application for a variance or conditional use/special exception been made with respect to this property? Yes\_\_\_ No\_\_\_ if yes, state nature of appeal:

\_\_\_\_\_

Disposition: Granted\_\_\_\_\_ Denied\_\_\_\_\_ Date of Decision\_\_\_\_\_

## CURRENT REQUEST

Describe the variance requested (ordinance section # & specific use):

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Specify Reason for Petition - (for example - insufficient lot area, setback etc.)

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Type of Variance requested:

\_\_\_\_\_ Use Variance - permits a landowner to put a property to an otherwise prohibited use.

\_\_\_\_\_ Area Variance – provides an increment of relief (normally small) from a physical dimensional restriction such as a building height or setback.

\_\_\_\_\_ Other

Three requirements needed for consideration:

Explain the unique property limitations: \_\_\_\_\_

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Explain the unnecessary hardship caused by strict adherence to the zoning code: \_\_\_\_\_

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Will the issuance of a variance cause harm to public interests? Yes \_\_\_\_\_ No \_\_\_\_\_

## ATTACH THE FOLLOWING

1). Adjoining owners of subject property. All names and addresses of all abutting and opposite property owners within 100 feet.

2). Plot plan showing the area involved, its location, dimensions, and location of adjacent structures within 300 feet of the area.

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I certify that the information I have provided in this application is true and accurate and I have submitted a **\$350 fee** payable to Village of Baldwin.

Owner/agent signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Optional)