



# Board of Adjustment Variance Application

I. **CONFERENCE** A pre-application conference with the City Administrator is available upon request. This meeting is not required in order to submit an application to the Board of Adjustment but may provide helpful information about the process and assist applicants in determining if a variance request is the best option for their specific situation. If you would like to schedule a pre-application conference please contact Ashland City Hall at (573) 657-2091.

## II. REQUIRED SUBMITTALS WITH COMPLETED APPLICATION

1. Site drawing and/or information which provides details about the specific variance request.
2. Typed letter from the applicant which explains the circumstances surrounding the request. The information contained in this letter shall include: the hardship behind the request, the impact of the variance upon the surrounding properties, the impact upon public services, and the alternatives to the variance which have been considered.
3. Notarized letter of authorization from the property owner, if the applicant is not the owner.
4. Application fees: Residential: \$200 or Commercial/Industrial: \$300  
*\*fees listed above include \$100 charge for legal advertisement & notifications*

IV. **SUBMITTAL INFORMATION** The undersigned hereby applies to the City of Ashland's Board of Adjustment for a zoning variance as outlined below and in any attached documents:

1. **Physical Address:** \_\_\_\_\_

**Parcel ID #:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Variance Sought:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

2. **Applicant / Agent Name (Please Print):** \_\_\_\_\_

Address: _____	Phone #: _____
_____	Fax #: _____
_____	E-Mail: _____

3. **Current Owner Name (Please Print):** \_\_\_\_\_

Address: _____	Phone #: _____
_____	Fax #: _____
_____	E-Mail: _____

**Attach a notarized letter of authorization if owner is not the applicant**

All applicants shall understand that variance requests are for specific waivers from a portion of the City of Ashland's established zoning regulations as detailed in Chapter 9, Section 9.405. If the Board of Adjustment grants permission for the variance request the remainder of the property or development will still be required to maintain substantial compliance with the rest of the established zoning regulations. The spirit of the zoning regulations will be observed, public safety and welfare will be secured and substantial justice will be done.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# DEVELOPMENT APPLICATION FEE SCHEDULE

Adopted by Resolution #27 on 5/16/12

<b>ANNEXATIONS (Voluntary)</b>	No Charge
<b>CONDITIONAL USE REVIEW</b>	200
Extension	100
<b>PLANNED DEVELOPMENT</b>	
Preliminary Development Plan	300 */**
Final Development Plan	300 */**
Amendment to Approved Plan	150 */**
<b>REZONING</b>	200 *
<b>SITE PLAN REVIEW</b>	300
Extension	100
<b>SUBDIVISION PLATS</b>	
Minor Plats	200 ***
Major Plats (Preliminary)	200
Major Plats (Final)	300 ***
<b>VARIANCES</b>	
Residential	100 *
Non-Residential	200 *
<b>APPEALS</b>	
Admin. Determination to Board of Adjustment	100 *
P&Z decision to Board of Aldermen	200 *
<b>SERVICES</b>	
Official Zoning Verification	25
Administrative Officials Determination	50
Misc. Letter Requests	25

\* Plus cost of legal advertisement

\*\* Plus cost of legal fees

\*\*\* Plus recording fees

**Applicants: Please note the following:**

1. All fees listed above are non-refundable and are due at the time of submittal.
2. Some projects (including PDs, plats, and site plans) may require review by an engineer hired by the City. Applicants are responsible for reimbursing the City for any engineer review costs associated with their submittals. These costs are not included in the above listed fees and will be billed to the applicant separately.