

CITY OF JOHNSON, ARKANSAS

VARIANCE

FOR STAFF USE ONLY

FEE: \$25.00 - \$100.00

Date Application Submitted: _____
Date Accepted as Complete: _____ Planning Commission Action: _____
Case Number: _____ City Council Action: _____
Public Hearing Date: _____ Zone: _____

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Planning Commission agenda until this information is furnished.

Application:

Indicate one contact person for this request: _____ Applicant _____ Representative
Applicant (person making request): _____ Representative (engineer, surveyor, realtor, etc.): _____

Name: _____

Name: _____

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone: () _____

Phone: () _____

() _____

() _____

Fax: () _____

Fax: () _____

Site Address / Location: _____

Current Zoning District: _____

Assessor's Parcel Number(s) for Subject Property: _____

Date which structure was built (if applicable): _____

BUILDER

Name: _____

Phone: _____

Address: _____

Cell: _____

FAX: _____

FINANCIAL INTERESTS

The following entities and / or people have financial interest in this project:

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein and all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions of approval.

Name (printed): _____ Date: _____

Signature: _____

PROPERTY OWNER(S) / AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

Property Owners of Record (attach additional info if necessary):

Name: (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: () _____

Name: (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: () _____

Checklist:

Attach the following items to this application:

1. Payment in full of applicable fees for processing the application:
 - a. \$25.00 before a violation has occurred.
 - b. \$100.00 after a violation has occurred.
2. Legal description and parcel numbers of property (may be found on deed or current survey of property). A survey may be required if the property description can't accurately be platted.
3. Complete written description of the request (what is proposed by the applicant) to include:
 - a. Building size in square feet; existing and proposed.
 - b. Number of off-street parking spaces to be provided / number required.
4. A typed list of all adjacent property owners, including those lots across streets. List must include name and full address.(May be found in the County Assessor's office)
5. Proof of notification of adjacent property owners:

Each adjacent property owner must be notified by letter explaining your request, and given the date, time and place of the meeting. Each such property shall be notified by certified mail and a copy of the green certified mail receipt shall provide such proof. (Not to be sent until placement on the Planning Commission agenda - but no later than 15 days in advance of the meeting)

6. A copy of the plat on record in the county assessor's office. The owner's name and the parcel number for every adjacent property shall be shown on this plat (map).
7. Site plan drawn to scale, (scaled to fit on 8½ x 11 sheet of paper) based on the deed or survey (survey is required for variance of an existing violation), showing all proposed structures dimensioned from the overhang to each property line, required setbacks, and requested variance(s).

8. A typed letter addressed to the City of Johnson demonstrating each of the following 4 criteria:
 - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
 - b. That literal interpretation of the provisions of this ordinance would deprive that applicant of the rights commonly enjoyed by other properties in the same district under the terms of the ordinance.
 - c. That the special conditions and circumstances do not result from the actions of the applicant.
 - d. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

Note: No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

All applicants are encouraged to meet with the Building Official prior to completing a Variance application.