

**CITY OF ORTONVILLE  
APPLICATION FOR A VARIANCE REQUEST**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**The area affected by the variance request is contained in the following legal description:**

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

**Please describe the variance request in detail:**

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

**You must attach a detailed sketch indicating the dimensions and placement of the structure.**

**\*\* As a matter of City policy, the following criteria state that a variance from the terms of Ordinance 96-603 shall not be granted by the Planning Commission/Board of Appeal and Adjustment unless and until the Commission/Board shall find that:**

**a. Special conditions and circumstances exist which are peculiar or unique to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district;**

**b. The literal interpretation of the provision of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;**

**c. The special conditions and circumstances do not result from the actions of the applicant;**

**d. Granting the variance request will not confer on the applicant any special privilege that is deemed by this Ordinance to other lands, structures, or buildings in the same district;**

**e. The reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure;**

**f. The granting of the variance will be in harmony with the general purpose and intent of this Ordinance, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare;**

**g. 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;**

**h. Under no circumstances shall the Commission/Board grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.**

**List the names and addresses of each of the neighboring landowners within 350 feet of the property:**

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\_\_\_\_\_  
**\$40.00 fee**

\_\_\_\_\_  
**Date paid**

\_\_\_\_\_  
**Signature of fee owner**

\_\_\_\_\_  
**Signature of Applicant**