

# SOUTH CHARLESTON BOARD OF ZONING APPEALS

## VARIANCE APPLICATION

I. *Each applicant must attach the following items with the application.*

- A. A clear and accurate description of the intended use of the property for which the variance is necessary.
- B. The names and addresses of each property owner on the lots abutting the subject property. This includes any properties that are separated from the subject property by a street or alley.
- C. Plans drawn showing the legal boundary lines, dimensions, and shape of the Property. The plans must also show the dimensions of the existing structure and the proposed structure, including the front, back and side yard measurements. Street and Alleys should be shown on the plans as dotted (.....) lines.
- D. Fee of One-Hundred Fifty Dollars (\$150).

II. Each applicant must follow the following procedures in order to have their application considered by the Board of Zoning Appeals.

- A. Applications must be filed with the Secretary to the Board by the fifteenth (15<sup>th</sup>) of any given month in order to be placed on the next month's Agenda. (Board meetings are scheduled on the first (1<sup>st</sup>) Monday of each month.)
- B. Each applicant must be in good standing with the City of South Charleston.
- C. Each applicant must appear personally or by counsel or agent at their scheduled hearing date.

Zoning Ordinance Code \_\_\_\_\_ (City Engineer)

Date \_\_\_\_\_

Applicant (s) \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_