



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

Dear Applicant:

Area-bulk variance applications will be reviewed by the Zoning Board of Appeals on the fourth Tuesday of each month. The Zoning Board of Appeals shall act in accordance with the procedures specified by Section 14-10-13 of the Development Code. A recommendation will then be forwarded to the Community Committee and City Council for their review and final decision. Legislation to approve an area-bulk variance is in the form of an ordinance, which requires two readings (meetings) by City Council. Representation is required at meetings in which your case will be discussed.

The purpose of an area-bulk variance is to provide relief to a property owner when the strict enforcement of the Development Code regulations pertaining to lot size, setbacks, etc. imposes an undue hardship and denies the reasonable use of the land. For example, a lot which has a deep gully running across the back of it could make it difficult to build a house which meets the front yard setback requirements. No area-bulk variance shall be recommended by the Zoning Board of Appeals unless it finds:

- (a) That special circumstances or conditions fully described in findings of fact apply to the land or buildings for which the area-bulk variance is sought, which circumstances or conditions are peculiar to such land or buildings and do not apply generally to the land or buildings in the neighborhood, and that said circumstances or conditions are such that strict application of the provisions of this Code would deprive the applicant of a reasonable use of such land or building;
- (b) that, for reasons fully set forth in the findings, the recommending of the area-bulk variance is necessary for the reasonable use of land or buildings, and that the variance as recommended by the Board is the minimum variance that will accomplish this purpose;
- (c) that the recommending of this variance will be in harmony with the general purpose and intent of this Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare. In addition to considering the character and use of adjoining buildings and those in the vicinity, the Board, in making its recommendations shall take into account whether the conditions of the subject premises are peculiar to the lot or tract described in the petition. Should it be determined that the conditions are part of the general condition of the neighborhood, then it shall be so noted and the Board may recommend appropriate corrections to Code.

As an applicant, **you are responsible for submitting:**

1. Completed application form- must be received at least thirty (30) days prior to the Zoning Board of Appeals meeting
2. Site plan- drawn to approximate scale and includes the following information:
  - a) Location and dimensions of lot, structures, and driveways
  - b) Location and size of proposed off-street parking, loading areas, pedestrian facilities, and vehicular traffic circulation; and its relationship to adjacent circulation systems (all curb cuts within 150' of property and road intersections)
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  - d) Location of public and/or private utilities and facilities proposed to serve the subject area; including water supply, sewage, and drainage facilities
  - e) Location and size of any signs and light standards
  - f) Perspective or other drawings as are necessary to indicate the relative character and compatibility of the proposed use may be required
  - g) Any additional information as may be reasonably required by the Land Use and Development Department
3. Narrative- statement describing the proposed development and any pertinent details
4. Photographs- aerial and/or ground-level photographs of the site
5. Buffered Parcel Report- listing of all property owners within 300 feet of the subject property. This information can be obtained through St. Clair County Mapping and Platting at 618-825-2527. Be sure to request that the list includes: name of owner, complete mailing address, *and parcel number.*
6. If supporting documents are larger than 8 ½ x 11 inches, twenty seven (27) copies of all paperwork are required and 1 electronic copy
7. \$150 application fee- cash or check only

After the initial submission, you will be **required to complete two additional steps.**

1. **Post a sign on the subject property.** Shortly after your application is received, you will receive information from the Land Use and Development Department on how to purchase and properly locate the required sign. The applicant must provide photographic evidence that the sign is posted in the appropriate location no more than twenty-one (21) calendar days and no less than seven (7) calendar days prior to the date of the public hearing. The sign must be maintained and remain in place until the hearing is complete.
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Attached please find a copy of the application form. Contact the Land Use and Development Department at 618-489-2060 with any questions.

# APPLICATION FOR AREA-BULK VARIANCE



Land Use and Development Department  
Fairview Heights City Hall  
10025 Bunkum Road  
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Case Number Assigned:	Date Proof of Public Notice Sign Provided:
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Date Application Received:	Zoning District of Property:
_____	_____
Date Set for Hearing:	Recommendation of ZBA:
_____	_____
Name of Newspaper and Publication Date:	Date of City Council 2nd reading:
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Publication Fee Paid:	Action by City Council:
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Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_
2. Name of applicant (if other than owner): \_\_\_\_\_  
Relationship to owner (contractor, family member, lessee, etc.): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

3. Address of property: \_\_\_\_\_  
Parcel (Tax) ID number: \_\_\_\_\_  
Present use of property: \_\_\_\_\_  
Zoning district: \_\_\_\_\_

4. Variance requested: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

5. Hardship: What unique physical characteristics of the subject property are cause for allowing reasonable relief from Development Code regulations?

- |                                      |                                     |                                       |
|--------------------------------------|-------------------------------------|---------------------------------------|
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| <input type="checkbox"/> Too small   | <input type="checkbox"/> Drainage   | <input type="checkbox"/> Sub-surface  |
| <input type="checkbox"/> Too shallow | <input type="checkbox"/> Shape      | <input type="checkbox"/> Other: _____ |

Please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are the conditions of hardship for which you request a variance peculiar only to the property described by this petition?  Yes  No  
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7. Was the hardship created by the action of anyone having property interest in the land after the Development Code was adopted?  Yes  No  
If "yes", please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Was the hardship created by any other man-made change; such as the relocation of a road? ( ) Yes ( ) No

If "yes", please describe: \_\_\_\_\_  
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9. Do the existing structures comply with all area and bulk regulations for the zone district in which it is located? ( ) Yes ( ) No (if "no", specify each non-conforming use):

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10. What is the "minimum" variance from the area/bulk regulations that will permit you to make reasonable use of your land? (Specify, using maps, site plans with dimensions and written explanation. Attach additional sheets if necessary).

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I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent that the entry in or upon the premises described in this application by any authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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4. Variance requested: \_\_\_\_\_  
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- |                                      |                                     |                                       |
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Please describe:  
\_\_\_\_\_  
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6. Are the conditions of hardship for which you request a variance peculiar only to the property described by this petition?  Yes  No  
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Please describe:

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## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

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# APPLICATION FOR AREA-BULK VARIANCE



Land Use and Development Department  
Fairview Heights City Hall  
10025 Bunkum Road  
Fairview Heights, IL 62208  
Phone (618) 489-2060

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# APPLICATION FOR AREA-BULK VARIANCE



Land Use and Development Department  
Fairview Heights City Hall  
10025 Bunkum Road  
Fairview Heights, IL 62208  
Phone (618) 489-2060

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- |                                      |                                     |                                       |
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Please describe:

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  - g) Any additional information as may be reasonably required by the Land Use and Development Department
3. Narrative- statement describing the proposed development and any pertinent details
4. Photographs- aerial and/or ground-level photographs of the site
5. Buffered Parcel Report- listing of all property owners within 300 feet of the subject property. This information can be obtained through St. Clair County Mapping and Platting at 618-825-2527. Be sure to request that the list includes: name of owner, complete mailing address, *and parcel number*.
6. If supporting documents are larger than 8 ½ x 11 inches, twenty seven (27) copies of all paperwork are required and 1 electronic copy
7. \$150 application fee- cash or check only

After the initial submission, you will be **required to complete two additional steps.**

1. **Post a sign on the subject property.** Shortly after your application is received, you will receive information from the Land Use and Development Department on how to purchase and properly locate the required sign. The applicant must provide photographic evidence that the sign is posted in the appropriate location no more than twenty-one (21) calendar days and no less than seven (7) calendar days prior to the date of the public hearing. The sign must be maintained and remain in place until the hearing is complete.
2. **Pay the notification fee.** Several days before your scheduled public hearing, you will receive a letter from the Land Use and Development Department informing you of the cost to publish the notification in the local newspaper. This fee must be paid before your case will be heard by the Zoning Board of Appeals.

Attached please find a copy of the application form. Contact the Land Use and Development Department at 618-489-2060 with any questions.

# APPLICATION FOR AREA-BULK VARIANCE



Land Use and Development Department  
Fairview Heights City Hall  
10025 Bunkum Road  
Fairview Heights, IL 62208  
Phone (618) 489-2060

(Do not write in this space – for office use only)

Case Number Assigned:	Date Proof of Public Notice Sign Provided:
_____	_____
Date Application Received:	Zoning District of Property:
_____	_____
Date Set for Hearing:	Recommendation of ZBA:
_____	_____
Name of Newspaper and Publication Date:	Date of City Council 2nd reading:
_____	_____
Publication Fee Paid:	Action by City Council:
_____	_____

All information must be completed and submitted herewith. Applicants are encouraged to visit the Land Use and Development Department for any assistance needed in completing this form.

1. Name of property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_
2. Name of applicant (if other than owner): \_\_\_\_\_  
Relationship to owner (contractor, family member, lessee, etc.): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

3. Address of property: \_\_\_\_\_  
Parcel (Tax) ID number: \_\_\_\_\_  
Present use of property: \_\_\_\_\_  
Zoning district: \_\_\_\_\_

4. Variance requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Hardship: What unique physical characteristics of the subject property are cause for allowing reasonable relief from Development Code regulations?

- |                                      |                                     |                                       |
|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Too narrow  | <input type="checkbox"/> Topography | <input type="checkbox"/> Soil         |
| <input type="checkbox"/> Too small   | <input type="checkbox"/> Drainage   | <input type="checkbox"/> Sub-surface  |
| <input type="checkbox"/> Too shallow | <input type="checkbox"/> Shape      | <input type="checkbox"/> Other: _____ |

Please describe:

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

6. Are the conditions of hardship for which you request a variance peculiar only to the property described by this petition?  Yes  No

If "no", how many other properties are similarly affected? \_\_\_\_\_

7. Was the hardship created by the action of anyone having property interest in the land after the Development Code was adopted?  Yes  No

If "yes", please describe: \_\_\_\_\_

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

8. Was the hardship created by any other man-made change; such as the relocation of a road? ( ) Yes ( ) No

If "yes", please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do the existing structures comply with all area and bulk regulations for the zone district in which it is located? ( ) Yes ( ) No (if "no", specify each non-conforming use):

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

10. What is the "minimum" variance from the area/bulk regulations that will permit you to make reasonable use of your land? (Specify, using maps, site plans with dimensions and written explanation. Attach additional sheets if necessary).

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

11. An area-bulk variance is requested for the property described above in conformity with the documents submitted herewith.

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent that the entry in or upon the premises described in this application by any authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

Dear Applicant:

Area-bulk variance applications will be reviewed by the Zoning Board of Appeals on the fourth Tuesday of each month. The Zoning Board of Appeals shall act in accordance with the procedures specified by Section 14-10-13 of the Development Code. A recommendation will then be forwarded to the Community Committee and City Council for their review and final decision. Legislation to approve an area-bulk variance is in the form of an ordinance, which requires two readings (meetings) by City Council. Representation is required at meetings in which your case will be discussed.

The purpose of an area-bulk variance is to provide relief to a property owner when the strict enforcement of the Development Code regulations pertaining to lot size, setbacks, etc. imposes an undue hardship and denies the reasonable use of the land. For example, a lot which has a deep gully running across the back of it could make it difficult to build a house which meets the front yard setback requirements. No area-bulk variance shall be recommended by the Zoning Board of Appeals unless it finds:

- (a) That special circumstances or conditions fully described in findings of fact apply to the land or buildings for which the area-bulk variance is sought, which circumstances or conditions are peculiar to such land or buildings and do not apply generally to the land or buildings in the neighborhood, and that said circumstances or conditions are such that strict application of the provisions of this Code would deprive the applicant of a reasonable use of such land or building;
- (b) that, for reasons fully set forth in the findings, the recommending of the area-bulk variance is necessary for the reasonable use of land or buildings, and that the variance as recommended by the Board is the minimum variance that will accomplish this purpose;
- (c) that the recommending of this variance will be in harmony with the general purpose and intent of this Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare. In addition to considering the character and use of adjoining buildings and those in the vicinity, the Board, in making its recommendations shall take into account whether the conditions of the subject premises are peculiar to the lot or tract described in the petition. Should it be determined that the conditions are part of the general condition of the neighborhood, then it shall be so noted and the Board may recommend appropriate corrections to Code.

As an applicant, **you are responsible for submitting:**

1. Completed application form- must be received at least thirty (30) days prior to the Zoning Board of Appeals meeting
2. Site plan- drawn to approximate scale and includes the following information:
  - a) Location and dimensions of lot, structures, and driveways
  - b) Location and size of proposed off-street parking, loading areas, pedestrian facilities, and vehicular traffic circulation; and its relationship to adjacent circulation systems (all curb cuts within 150' of property and road intersections)
  - c) Distances between buildings (front, side, and rear lot lines); principal building and accessory buildings; principal building and principal buildings on adjacent lots
  - d) Location of public and/or private utilities and facilities proposed to serve the subject area; including water supply, sewage, and drainage facilities
  - e) Location and size of any signs and light standards
  - f) Perspective or other drawings as are necessary to indicate the relative character and compatibility of the proposed use may be required
  - g) Any additional information as may be reasonably required by the Land Use and Development Department
3. Narrative- statement describing the proposed development and any pertinent details
4. Photographs- aerial and/or ground-level photographs of the site
5. Buffered Parcel Report- listing of all property owners within 300 feet of the subject property. This information can be obtained through St. Clair County Mapping and Platting at 618-825-2527. Be sure to request that the list includes: name of owner, complete mailing address, *and parcel number*.
6. If supporting documents are larger than 8 ½ x 11 inches, twenty seven (27) copies of all paperwork are required and 1 electronic copy
7. \$150 application fee- cash or check only

After the initial submission, you will be **required to complete two additional steps.**

1. **Post a sign on the subject property.** Shortly after your application is received, you will receive information from the Land Use and Development Department on how to purchase and properly locate the required sign. The applicant must provide photographic evidence that the sign is posted in the appropriate location no more than twenty-one (21) calendar days and no less than seven (7) calendar days prior to the date of the public hearing. The sign must be maintained and remain in place until the hearing is complete.
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Attached please find a copy of the application form. Contact the Land Use and Development Department at 618-489-2060 with any questions.

# APPLICATION FOR AREA-BULK VARIANCE



Land Use and Development Department  
Fairview Heights City Hall  
10025 Bunkum Road  
Fairview Heights, IL 62208  
Phone (618) 489-2060

(Do not write in this space – for office use only)

Case Number Assigned:

Date Proof of Public Notice Sign Provided:

Date Application Received:

Zoning District of Property:

Date Set for Hearing:

Recommendation of ZBA:

Name of Newspaper and Publication Date:

Date of City Council 2nd reading:

Publication Fee Paid:

Action by City Council:

All information must be completed and submitted herewith. Applicants are encouraged to visit the Land Use and Development Department for any assistance needed in completing this form.

1. Name of property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

2. Name of applicant (if other than owner): \_\_\_\_\_

Relationship to owner (contractor, family member, lessee, etc.): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

3. Address of property: \_\_\_\_\_  
Parcel (Tax) ID number: \_\_\_\_\_  
Present use of property: \_\_\_\_\_  
Zoning district: \_\_\_\_\_

4. Variance requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Hardship: What unique physical characteristics of the subject property are cause for allowing reasonable relief from Development Code regulations?

- |                                      |                                     |                                       |
|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Too narrow  | <input type="checkbox"/> Topography | <input type="checkbox"/> Soil         |
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| <input type="checkbox"/> Too shallow | <input type="checkbox"/> Shape      | <input type="checkbox"/> Other: _____ |

Please describe:

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

6. Are the conditions of hardship for which you request a variance peculiar only to the property described by this petition?  Yes  No

If "no", how many other properties are similarly affected? \_\_\_\_\_

7. Was the hardship created by the action of anyone having property interest in the land after the Development Code was adopted?  Yes  No

If "yes", please describe: \_\_\_\_\_

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

8. Was the hardship created by any other man-made change; such as the relocation of a road? ( ) Yes ( ) No

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

9. Do the existing structures comply with all area and bulk regulations for the zone district in which it is located? ( ) Yes ( ) No (if "no", specify each non-conforming use):

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

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# APPLICATION FOR AREA-BULK VARIANCE



Land Use and Development Department  
Fairview Heights City Hall  
10025 Bunkum Road  
Fairview Heights, IL 62208  
Phone (618) 489-2060

(Do not write in this space – for office use only)

Case Number Assigned: _____	Date Proof of Public Notice Sign Provided: _____
Date Application Received: _____	Zoning District of Property: _____
Date Set for Hearing: _____	Recommendation of ZBA: _____
Name of Newspaper and Publication Date: _____	Date of City Council 2nd reading: _____
Publication Fee Paid: _____	Action by City Council: _____

All information must be completed and submitted herewith. Applicants are encouraged to visit the Land Use and Development Department for any assistance needed in completing this form.

1. Name of property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_
2. Name of applicant (if other than owner): \_\_\_\_\_  
Relationship to owner (contractor, family member, lessee, etc.): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

3. Address of property: \_\_\_\_\_  
Parcel (Tax) ID number: \_\_\_\_\_  
Present use of property: \_\_\_\_\_  
Zoning district: \_\_\_\_\_

4. Variance requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Hardship: What unique physical characteristics of the subject property are cause for allowing reasonable relief from Development Code regulations?

- |                                      |                                     |                                       |
|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Too narrow  | <input type="checkbox"/> Topography | <input type="checkbox"/> Soil         |
| <input type="checkbox"/> Too small   | <input type="checkbox"/> Drainage   | <input type="checkbox"/> Sub-surface  |
| <input type="checkbox"/> Too shallow | <input type="checkbox"/> Shape      | <input type="checkbox"/> Other: _____ |

Please describe:

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

6. Are the conditions of hardship for which you request a variance peculiar only to the property described by this petition?  Yes  No

If "no", how many other properties are similarly affected? \_\_\_\_\_

7. Was the hardship created by the action of anyone having property interest in the land after the Development Code was adopted?  Yes  No

If "yes", please describe: \_\_\_\_\_

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

8. Was the hardship created by any other man-made change; such as the relocation of a road? ( ) Yes ( ) No

If "yes", please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do the existing structures comply with all area and bulk regulations for the zone district in which it is located? ( ) Yes ( ) No (if "no", specify each non-conforming use):

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

10. What is the "minimum" variance from the area/bulk regulations that will permit you to make reasonable use of your land? (Specify, using maps, site plans with dimensions and written explanation. Attach additional sheets if necessary).

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Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_