



*For Planning Department Use Only*

Case Number \_\_\_\_\_  
Date Received \_\_\_\_\_  
Fee Paid \_\_\_\_\_  
Board Meeting \_\_\_\_\_

**Board of Adjustment**  
**Application for Variance**

**OWNERSHIP INFORMATION:**

Applicant: \_\_\_\_\_

Phone Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Applicant's Legal Interest in Property: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
\_\_\_\_\_

Date Property Acquired: \_\_\_\_\_ Deed Reference: Book \_\_\_\_ Page \_\_\_\_

Tax PIN Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ .000

Size (Sq. Ft. or Acres) \_\_\_\_\_ Street Frontage (ft) \_\_\_\_\_

Location/Address: \_\_\_\_\_

Attach a legal description (Metes and Bounds Description) of the area requested.

**Land Uses**

1. Existing Zoning: \_\_\_\_\_

2. Existing Land Uses on Property: \_\_\_\_\_

1. Existing or proposed land uses on all adjoining properties:

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

I/We hereby make application to the Board of Adjustment for a variance to Section(s) \_\_\_\_\_ of the City of Dunn Zoning Ordinance. I have been advised that the manner in which I propose to use this property does not conform to the requirements of the City of Dunn Zoning Ordinance.

The burden of producing evidence is the obligation of the applicant. It is necessary to bring sufficient evidence before the Board of Adjustment to allow it to find in your favor.

***Notice: All evidence submitted to the Board of Adjustment will be retained by the Board. Please make copies of any evidence for your files before submitting it to the City.***

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**Finding of Facts** (The Board of Adjustment will evaluate the application to ensure the following provisions are fulfilled)

- 1) There are practical difficulties or unnecessary hardships that would result from the strict enforcement of this ordinance. The board may reach this conclusion if it finds that:
  - a. If the applicant complies with the provisions of this ordinance, he can make no reasonable use of his property; literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter;
  - b. The hardship of which the applicant complains results from unique circumstances related to the applicant's property; special conditions and circumstances exist which are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district;
  - c. The hardship relates to the applicant's property, rather than personal circumstances; and
  - d. The hardship is not the result of the applicant's own actions. Special conditions and circumstances do not result from the actions of the applicant;
- 2) The variance is in harmony with the general purpose and intent of this ordinance and preserves the spirit of this ordinance.
- 3) The granting of the variance assures the public safety and welfare and does substantial justice. Granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other land, structures, or buildings in the same district.

**Ordinance Text to be Varied: (attach additional sheets if necessary)**

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**Reason/Justification for Variance: (attach additional sheets if necessary)**

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**Attachments**

- Legal description of property from recorded deed.
- Site plan/plot plan with the existing conditions on the property and the proposed change in the conditions to the property.
- Building elevations, pictures or illustrations may be useful in conveying information about the property or buildings or structures.

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**OWNER’S CERTIFICATION**

I (We) do hereby certify that:

(I am) (We are) the owners of the property described in this application for variance and have attached copies of deed, title reports or other documents as proof of ownership.

I/We understand that the filing fees are non-refundable and that, the process to review a variance request includes public hearings and review by the Board of Adjustment. I/ We understand that any action to approve our request is at the discretion of the Board of Adjustment and additional requirements may be imposed as determined necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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**To be completed by the Zoning Administrator**

1. Application and payment received  
Date: \_\_\_\_\_
2. Notification of Board of Adjustment Meeting mailed to adjacent property owners  
Date: \_\_\_\_\_
3. Public hearing notice posted on property  
Date: \_\_\_\_\_
4. Public hearing advertised in local newspaper  
Date: \_\_\_\_\_
5. Board of Adjustment Meeting  
Date: \_\_\_\_\_
6. Action by the Board of Adjustment  
Date: \_\_\_\_\_