



CITY OF CORDOVA
PLANNING COMMISSION
ZONING BOARD OF ADJUSTMENTS

APPLICATION FOR VARIANCE FROM ZONING ORDINANCE

Please see the accompanying checklist which specifies the information required in order for the application to be processed. Before completing the application, please review the checklist and submit all the information required with your application.

1. Applicant/Project Information:

Project Name: _____ Project Sizes in Acres: _____

Description of Request: _____

2. Property Information:

Address: _____

Tax Parcel #(s): _____

Existing Use: _____ Proposed Use: _____

Zoning: _____

3. Developer Information: (Applicant will serve as the sole contact for all correspondence from the City.)

Applicant
Name: _____

Address: _____

Phone: _____

Email: _____

Property Owner
Name: _____

Address: _____

Phone: _____

Email: _____

Engineer
Name: _____

Address: _____

Phone: _____

Email: _____

Architect
Name: _____

Address: _____

Phone: _____

Email: _____



CITY OF CORDOVA
PLANNING COMMISSION
ZONING BOARD OF ADJUSTMENTS

General Instructions for Completing the Application for Variance from Zoning Ordinance

- 1. All plans and application requirements shall be submitted in person.**
- 2. All Applications shall be complete upon submittal. The department will not accept pieces or parts of an application submittal. If the application is incomplete or if all required supporting documentation is not submitted, the application will not be processed.**
- 3. The Applicant will serve as the contact for all correspondence from the City. It is the Applicant's sole responsibility to distribute said correspondence to individuals or consultants involved in the submittal.**
- 4. Applicant shall refer to checklist for complete submittal requirements.**

By signing below, I hereby certify that I have read the above information and attest that the information provided herein and on the submittal plans and documentation is true and correct to the best of my knowledge and understand that any omissions or inaccurate information can cause this application to be rejected or delayed.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

Property Owner Printed Name: _____

Property Owner Signature: _____

Date: _____

If the applicant has any questions or concerns regarding this application, please contact Cordova City Hall at 205-483-9266.



CITY OF CORDOVA
PLANNING COMMISSION
ZONING BOARD OF ADJUSTMENTS

VARIANCE CHECKLIST

This checklist is designed to aid both the Applicant and the City in the processing of a Variance to the Zoning Ordinances of the City of Cordova and is required to be submitted with the application. Information relative to variances can be found in Section 165 of the City of Cordova Zoning Ordinance.

All plans and application requirements shall be submitted in person at Cordova City Hall, 154 Main Street, Cordova, Alabama 35550.

A variance is a zoning adjustment to the area and dimensional requirements imposed on property(s). Variances may be granted to overcome unnecessary hardships related to the physical situation or physical condition unique to the specific piece of property in question; unnecessary hardship shall mean physical hardship relating to the property itself as distinguished from a hardship relating to convenience, financial considerations or caprice, and the hardship must not result from the applicant or property owner's own actions. **USE VARIANCES ARE PROHIBITED.**

1. MINIMUM SUBMITTAL REQUIREMENTS

The items below are required to be submitted for an application to be accepted by the Planning Commission. Incomplete application submittals will be returned to the applicant.

___ One check for \$50.00 for single family and duplex variance or \$500.00 for all other variances and other applicable fees as determined by the City. The applicant shall be responsible for the cost of public notification and advertising fees, if applicable.

___ Completed Application for Variance from Zoning Ordinance with an original signature from the Applicant and the Owner.

___ One copy of a current title policy, title opinion, or title report (no older than 45 days from the date of submission.)

___ One current boundary survey of the property containing a complete legal description of the property and all improvements on the property.

___ One copy of utility letters from water and sewer provider stating the property may be adequately served by such utility.

___ A Site Plan indicating the area (s) affected by the requested variance.

___ A written narrative explaining completely and clearly the variance requested and the reason a variance is needed and how the variance requested meets ALL of the following conditions:

- That the granting of the Variance will not be contrary to the public interest;
- That the literal enforcement of the Ordinance will result in unnecessary hardships by reason of exceptional narrowness; shallowness; shape; topography or other extraordinary or exceptional physical situation or physical condition unique to the specific piece of property in question;

unnecessary hardship shall mean physical hardship relating to the property itself as distinguished from a hardship relating to convenience, financial considerations or caprice, and the hardship must not result from the applicant or property owner's own actions;

- That granting the Variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, buildings, or structures in the same zoning district;
- That the literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this Ordinance;
- That the Variance granted is the minimum Variance that will make possible the reasonable use of the land, building or structure;
- That granting the Variance shall not permit a use in a zoning district which prohibits that use; and
- That the granting of the Variance will be in harmony with the general intent and purpose of this Ordinance, and that such Variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

The burden of proving to the Zoning Board of Adjustment that the forgoing conditions have been met is upon the applicant.

Planning Commission Use Only:

Date Received: _____

Date of Review by Commission: _____

Date forwarded to Zoning Board of Adjustments: _____

Approved: _____ Denied: _____

Justification for Decision by Board: _____

Chairman, Zoning Board of Adjustments

Payment:

Received By: _____ Date: _____

_____ Cash _____ Check No. _____ Amount: _____