

Appeal No. \_\_\_\_\_

**HOWARD COUNTY APPLICATION FOR  
VARIANCE  
OF ZONING REGULATIONS**  
(To be filled out by applicant)

1. Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, Street, Zip \_\_\_\_\_  
Phone# (Home) \_\_\_\_\_ and/or (Cell) \_\_\_\_\_

2. Legal Description of Property: \_\_\_\_\_

3. Present description of property (Current address, Use, Zone, Size, Location, etc.): \_\_\_\_\_

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

Please attach a diagram of the program (if applicable) being appealed to application.

4. Zoning regulation that is cause for variance: \_\_\_\_\_

\_\_\_\_\_

5. Specific request for variance: \_\_\_\_\_

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

6. Hardship that denial of variance would cause: \_\_\_\_\_

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

7. At least 10 days prior to the date fixed for the public hearing, the Administrator must notify neighboring property owners of property located within 1,000 feet of the property in question. Said list shall be certified by a registered land abstractor if possible and submitted to the Zoning Administrator. Date set for hearing \_\_\_\_\_.  
Date list of property owners submitted \_\_\_\_\_  
Date letters sent to property owner's \_\_\_\_\_

8. It is suggested that applicant prepare and submit a detailed plat plan showing all existing and proposed structures, property lines with dimensions, and any other information which would be helpful to the Board in consideration of the application.

Date of Appeal \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

A filing fee of \$ \_\_\_\_\_ must accompany this appeal before being placed on the agenda and public notice of meeting can be published.

**APPEAL NO.** \_\_\_\_\_ **DATE FILED** \_\_\_\_\_ **HEARING DATE** \_\_\_\_\_  
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## Steps for Applicant

Section 3 of the Board of Adjustment Zoning Regulations requires the applicant to submit the following information which must accompany this appeal before it can be considered by the board of adjustment.

For variances from the zoning ordinance, a written application must demonstrate:

\_\_\_\_ 1. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district;

\_\_\_\_ 2. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;

\_\_\_\_ 3. That the special conditions and circumstances do not result from the action of the applicant; and

\_\_\_\_ 4. That granting the variance requested will not confer on the applicant and special privilege that is denied by this ordinance to other lands, structures or buildings in the same district. No nonconforming use of neighboring land, structures, or buildings in the same district, and no permitted use of lands, structures or building in other districts shall be considered grounds for the issuance of a variance.

### Notes:

The variance board has the authority to attach any reasonable condition to its action to authorize a variance which will assure that any substantial detriment to adjacent property is avoided and the character of the zoning district will not be changed.

In order to grant a variance, a concurring vote of four of the five members is needed to reverse any order, requirement or decision of the zoning administrator, or to grant a zoning variance.

### **The Board MAY consider a request for a variance because of HARDSHIP due to:**

A: Exceptional narrowness of lot

B: Exceptional shallowness of lot

C: Unusual shape of lot

D: Exceptional topographic conditions of lot

E: Other extraordinary AND exceptional situation or condition

If the Board is convinced that one or more of the causes of hardship (listed above) do exist, a motion to consider the request for a variance is in order. The cause(s) of the hardship should be identified in the motion to consider. If the Board is NOT convinced that one or more of the causes of hardship (listed above) exist, a motion to deny the request for a variance is in order.