

**APPLICATION FOR PLANNING REQUEST
CITY OF PRINCETON**

Street address of property: _____ Zoning: _____

Legal Description: _____

Applicant:

Name: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Property Owner:

Name: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Request Type: Variance Rezoning Conditional Use Permit Interim Use Permit

Plan Review Subdivision Plat Other _____

Description of request: _____

Existing use: _____

Is this a permitted use under the current zoning ordinance? Yes No If no, attach a copy of the conditional use permit, variance, or other document permitting use, or attach an explanation of why the use is permitted.

Has a variance, conditional use permit, or rezoning been applied for previously? Yes No
When? _____

When the City is required to get outside review, such as legal, engineering, etc., or there are direct costs for processing the application, such as publishing required notices, the costs are billed to the applicant and the applicant, by signing this request, agrees to pay such fees.

Applicant Signature Date: _____

Application Received by: _____
Date: _____

APPLICATION FOR VARIANCE

Application is hereby made for a Variance from (description of variance)_____

Address of Property:_____

Owner:_____

Address:_____

_____ Phone:_____

Applicant:_____

Address:_____

_____ Phone:_____

The following information is submitted in support of this application.

- 1) Completed application for Variance.
- 2) Cash fee \$_____.
- 3) Legal description of the property.
- 4) Acknowledgement of Responsibility form completed.
- 5) Affirmation of Sufficient Interest form completed.

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that **I am responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and **I am the party whom the City should contact** regarding any matter pertaining to this application.

I have read and understand the instructions supplies for processing this application. The documents and/or information I have submitted are true and **correct** to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

I agree to allow access by City authorized persons in, on, or to the property for purposes of review of this application and any necessary inspections.

Applicant's Signature

Date

Name of Applicant: _____

Address: _____

_____ Phone: _____

Name and Address of Additional Contract(s): _____

_____ Phone: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant: _____

Phone: _____

Street address/legal description of subject project: _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership

Zoning Ordinance: Chapter IV – Administration and Enforcement

2. Variances (Rev. 09-09-11; Ord. 672)

Requests may be made for variances from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance. The Planning Commission may impose appropriate conditions in conformity with this ordinance if those conditions are directly related to and bear a rough proportionality to the impact created by the variance. When such conditions are made part of the terms under which the variance is granted, violation of the conditions is a violation of this ordinance.

A. Procedure

1. Application for Permit

An applicant desiring a variance shall fill out and submit to the Princeton Zoning Administrator an Application for Consideration of Variance Request form, copies of which are available from the Zoning Administrator. The appropriate fee shall be paid in order for the application to receive consideration by the Planning Commission.

2. Public Hearing

The Planning Commission shall hold at least one public hearing within 45 days of receipt of each completed application for a Variance after notice of the hearing has been published in the official newspaper at least 10 days before said hearing. The Planning Commission shall also cause a notice to be mailed to each of the owners of property located within 350 feet of the boundary lines of the property upon which such use has been requested. The Planning Commission decision will serve as the final ruling and the decision will be reported to the City Council for information only.

3. Appeal

An appeal of any administrative decision made in the enforcement of this Ordinance shall be made by completing and submitting an Application for Appeal, which is available from the Zoning Administrator, to the Zoning Administrator within thirty (30) days of the public hearing. Such appeal shall be heard by the Board of Adjustments within sixty (60) days of the date that such appeal is submitted to the Zoning Administrator.

B. Standards

A variance shall not be granted by the Planning Commission unless it conforms to the following standards:

1. Is the variance in harmony with the general purposes and intent of the zoning ordinance?
2. Is the variance consistent with the Comprehensive Plan?

Zoning Ordinance: Chapter IV – Administration and Enforcement

3. Does the property owner propose to use the property in a reasonable manner not permitted by the zoning ordinance?
4. Are there circumstances unique to this property not created by the landowner?
5. Will the issuance of the variance maintain the essential character of the locality?
6. Does the alleged practical difficulty involve more than economic considerations?