



**BOARD OF ARCHITECTURAL REVIEW  
NOTICE OF APPEALS FOR A VARIANCE**

Please complete in ink and return to the Planning and Codes Administration Department with required attachments information, and filing fee. Variance applications require a current survey of the property, a **filing fee of \$100** and a designation of agent if owner is not the applicant. **Both sides of this application must be completed; incomplete applications will not be accepted.**

File no.: AR ___ - ___	PIN: _____ - _____ - _____	Date submitted: / /	Board meeting date: / /
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**OWNER(S) INFORMATION**

Last name:	First:	Middle:	Interest <input type="checkbox"/> Sole owner <input type="checkbox"/> Co-owner
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: (    )	Fax no.: (    )	E-mail:	

**APPLICANT INFORMATION**

*To be completed only if Owner is not Applicant:*

Applicant's last name:	First:	Middle:	
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: (    )	Fax no.: (    )	E-mail:	

**PROPERTY INFORMATION**

Property address:	Property dimensions:	Property area: _____ acres	Zoning district: _____
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**DESIGNATION OF AGENT**

*To be completed by Owner(s) only if Owner is not Applicant:*

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request for a variance.

_____ <i>Owner name</i>	_____ <i>Owner signature</i>	_____ <i>Date</i>
_____ <i>Owner name</i>	_____ <i>Owner signature</i>	_____ <i>Date</i>

*To be completed by Applicant:*

I certify that the information in this request is correct.

_____ <i>Applicant name</i>	_____ <i>Applicant signature</i>	_____ <i>Date</i>
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**REQUIRED INFORMATION**

**1. Request for variance**

Applicant hereby appeals to the Board of Architectural Review for a variance from the following architectural standard(s) for the property described on this application:

**2. Justification for variance**

The applicant must demonstrate to the BAR that the following standards have been meet:

- a. To adhere to the regulations would result in unnecessary hardship:
  
- b. The alternative site planning and/or building design approach meets the same design objectives as the regulations:
  
- d. The character of the district will not be harmed by the variance being granted:

**3. Documents provided**

The following documents are submitted to support this appeal: