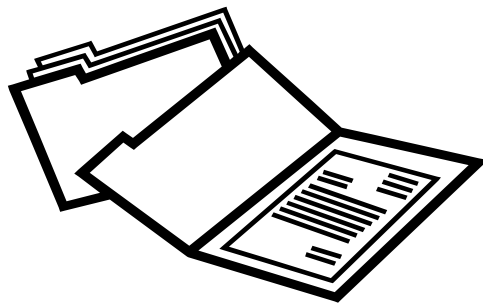


# **Madison County Board of Zoning Adjustments**



# **Application Packet**

**The following information must be provided with the submittal of the application for a hearing before the Board of Zoning Adjustments:**

- 1) Completed application, signed and dated;
- 2) Copy of your deed for the property in question;
- 3) A complete list of all adjoining property owners names and mailing addresses;
- 4) A check in the amount of **\$250.00** to cover the application fee and the sign required to be posted on the property.;
- 5) The applicant is also required to pay for the public notice required to be in the local newspaper, and the certified letters required to be mailed to all the adjoining property owners.

<b>FLOW CHART INFORMATION</b>
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- File for appearance before the Board of Adjustments.
- Notices of the meeting (date, time and place) to the Board members, Fiscal Court and the newspaper, to be paid for by the applicant.
- Place sign of public hearing on the property to be paid for and installed by the applicant.
- Certified Letters out to adjoining property owners, paid for by the applicant.
- Meeting to hear requests for approval or denial.
- If approved, a certificate of land use restriction shall be filed with the County Clerk and copy of which filed with the Administrative Official within thirty (30) days of the meeting.

<b>PROCEDURES</b>
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- **Make application** to the administrative official
- Complete application in its entirety
- All fees paid at the time of filing application
- Plans in triplicate (drawn to scale) must accompany the application
  - show dimensions and shape of lot
  - size and locations of existing buildings
  - any natural topographic peculiarities of the lot in question
- A copy of the deed to the property
- A copy of the subdivision regulations
- A copy of the adjoining property owners
  
- **Notice of hearing** shall be made as follows:
  - Board of Adjustments members notified fourteen (14) days prior to scheduled meeting
  - List notice in the newspaper seven (7) days prior to the scheduled meeting with date, time and place
  - A notice in the form of first class letters to all adjoining property owners seven (7) days prior to the scheduled meeting
  - A sign shall be posted on the property at least seven (7) days prior to the scheduled meeting

- **Variances** (shall apply to variances only) for a variance to be approved an applicant must prove to the Board of Adjustments the following:
  - special conditions exist peculiar to the land or building in question
  - that a literal interpretation of the ordinance would deprive the applicant of rights enjoyed by other property owners
  - that the special conditions do not result from previous actions of the applicant
  - that the requested variance is the minimum variance that will allow a reasonable use of the land or buildings
  
- **Conditional Use** requests must have a plan attached for the proposed use (in triplicate) showing the following
  - location of building, parking and loading area
  - traffic access and circulation drives
  - open space
  - landscaping
  - utilities
  - signs
  - yards
  - refuse and service areas
  - attach a narrative statement relative to the above requirements and also explain the economic, noise, glare and odor effects on adjoining properties in the district.
  
- **Appeals** (this applies only to an appeal of the action taken by the Administrative Official as it relates to the Subdivision and Land Use Regulations:
  - Appeals to the Board of Adjustments may be taken by any person or entity claiming to be injuriously affected or aggrieved by an official action, order, requirements, interpretation, grant, refusal or decision of the Administrative Official. An appeal must be take within thirty (30) days after the appelland or his agent receives notice of the action taken of the Official by filing with said Officer and with the Board of Adjustments. The notice of appeal shall specify the grounds thereof, and shall give notice of such appeal to any and all parties of record.

**Madison County  
Board of Zoning Adjustments**

**Application for Public Hearing**

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

Hearing Type:

Dimensional Variance

Conditional Use Permit

Appeal

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address of Property Requesting Hearing: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Existing Zoning Classification: \_\_\_\_\_

**DIMENSIONAL VARIANCE:**

If requesting a "Dimensional Variance" describe in detail below the nature of the variance requested (use separate sheet if additional space is needed). Site plan drawn to scale must be provided.

**CONDITIONAL USE PERMIT:**

If requesting a "Conditional Use Permit" describe in detail below the nature of the Conditional Use requested (use separate sheet if additional space is needed).

**APPEAL:**

If requesting a hearing to review the decision made by the Administrative Official please complete on a separate sheet the nature of the appeal and what sections of the regulations you are appealing.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_