

**CITY OF MANDEVILLE
VARIANCE REQUEST FORM**

In accordance with CLURO Article 4.3.4.5. Variance Procedures.

Date _____

Applicant(s) Name(s) _____

Address _____ Phone _____

Applicant(s) Signature(s) _____

Owner(s) Signature(s) _____

1. Is the applicant the owner of the property? Yes _____ No _____
2. If the answer to question 1 is "No", the applicant must have a contractual interest, other than a lessee, in the property for which a variation is sought. Except for time variances, variances are valid for an unlimited time, irrespective of ownership.
3. A legal description of the subject property must be submitted. Please attach the description to this form.

If the subject property is not described by Square/Block and/or Lot/Parcel, the applicant must provide a survey plat and vicinity map in order to readily identify the property location. Please attach the survey and map to this form.

4. The applicant shall deposit with the City of Mandeville the sum of seventy-five dollars (\$75.00) for each request. Under no conditions shall the fee be refunded for the failure of such variance to be granted, or for the withdrawal of the request by the applicant.
5. State the variance(s) requested and the reason(s) below. **The request must demonstrate an unusual hardship or difficulty so great as to warrant a deviation from provisions established by this Ordinance and at the same time the surrounding property will be protected.** Continue on a separate sheet if necessary. Please attach any information necessary to understand the request, including plats, scaled drawings, etc.

- **4.3.4.5. Variance Procedures.**

1. *Authority.* The Zoning Commission may authorize a variance upon appeal of a decision of an official administering the provisions of this Ordinance when a property owner can show that a strict application of the terms of this Ordinance relating to the use, construction, or alteration of buildings or structures, or the use of land will impose upon him unusual and practical difficulties or particular hardship; but only when the Commission is satisfied that granting such variance will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from provisions established by this Ordinance and at the same time the surrounding property will be properly protected.

2. *Procedure.* Variance requests shall accompany the application for appeal, shall clearly identify the section of the ordinance from which the variance is requested and shall be filed in accordance with the Rules of Procedure of the Zoning Commission. Variance requests shall not be considered by the Zoning Commission until:

a.

Initiation. The owner or person having a contractual interest, other than a lessee, in the property for which a variation is sought may initiate a request for a variance.

b.

Application. The application and the number of copies required by the Rules of Procedure of the Zoning Commission shall be submitted on forms provided by the Planning Director. The application shall include the following information:

(1)

Name, address, and telephone number of applicant.

(2)

Nature and extent of the applicant's interest in the property for which the variance is requested.

(3)

A survey drawn to scale indicating the existing dimensions and improvements of the property. Such plan shall be no smaller than 8.5" x 11" inches and no larger than 24" x 36" inches.

(4)

A site plan drawn to scale indicating the proposed site plan of the property. Such plan shall be no smaller than 8.5" x 11" inches and no larger than 24" x 36" inches.

(5)

A statement identifying the practical difficulties applicable to the variance request and, if applicable, the nature of the time variance requested.