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APPLICATION TO BOARD OF ADJUSTMENT

Office Use Only:

Application No. _____ **Fee (see below):** _____ **Date Fee Received:** _____

Applicant Name: _____

Mailing Address: _____

Phone: (Home) _____ (Work) _____

Type of Request (check all that apply):

Variance Conditional Use Permit Home Occupation (CUP) Administrative Review

Please Circle: Cynthiana County Berry

Location: _____

Subdivision: _____ **Deed Book:** _____ **Page** _____ **on** _____

Zoning District: _____

Description of Request:

Supporting Information:

VARIANCE (\$200.00) – Attach plans drawn to scale showing the dimensions and shape of the lot or land, the size and locations of existing buildings, the locations and dimensions of proposed buildings and additions, and any natural or topographic peculiarities of the lot in question. In order for a variance to be granted, the applicant must prove to the Board that the following items are true (Please attach these comments on separate sheet):

- A. Special conditions exist peculiar to the lot, land or building(s) in question.
- B. That a literal interpretation of the zoning ordinance would deprive the applicant of the rights enjoyed by other property owners.
- C. That the special conditions do not result from previous actions of the applicant.
- D. That the requested variance is the minimum variance that will allow a reasonable use of the lot, land, or building(s).

CONDITIONAL USE PERMIT (\$200.00)—Attach a plan for the proposed use showing the location of buildings, parking, and loading areas, traffic access and circulation drives, open space, landscaping, utilities, signs, yards and refuse and services areas. Also attach a narrative statement relative to the above requirements and also explain any economic, noise, glare or odor effects on adjoining property and the general compatibility with other properties in the district.

HOME OCCUPATION (CUP) (\$200.00)—In order for a home occupation conditional use permit to be granted, the applicant must prove to the Board that the following items are true (please attach these comments on a separate sheet):

- A. The home occupation must be incidental to the principal residential use of the residence and be limited to 25% of the ground floor area.
- B. The home occupation shall result in no exterior evidence, except an unlighted sign as regulated by sign regulations, which may identify the home occupation.
- C. The home occupation shall not generate any atmospheric pollution, light flashes, glare, electrical interference, odor, noise, vibration, truck or other heavy traffic.

ADMINISTRATIVE REVIEW APPEAL (\$150.00)—Attach a narrative statement describing the action or decision made by the administrative official including an outline of information supporting your claim for which relief is sought. Must file within 30 days of the action from which the appeal is sought.

APPLICANT OR REPRESENTATIVE (provide written authorization) MUST BE PRESENT AT THE MEETING FOR THE BOARD TO CONSIDER APPLICATION.

I hereby certify that the information contained in this application and supporting attachments is true and correct. I acknowledge that the paid fee will not be returned after legal notices have been submitted. The filing fee covers cost of public notice and the recording of a Land Use Restriction at the County Clerk's office.

Applicant Signature

Date

Applications under zoning regulations involve legal procedures and the satisfaction of legal requirements, often complex, based upon the written information in your application and the facts presented at your hearing. If you fail to comply with the procedures or to satisfy the requirements, your application will be subject to denial. Even if your application is approved it could be subject to a neighboring landowners appeal to the Circuit Court. You are not required to employ an attorney but you are encouraged to do so.