

APPLICATION TO BOARD OF ADJUSTMENT

Cynthiana- Harrison County- Berry Joint Planning Commission

111 South Main Street, Suite 2 Cynthiana, KY 41031 • (859) 234-7165 • Fax (859) 234-7211

Office Use only:

Application No. _____ Fee (See Below) Amount: \$ _____ Date Fee Received: _____

1. APPLICANT _____

MAILING ADDRESS _____

PHONE NO. _____ (HOME) _____ (WORK) _____

2. TYPE OF REQUEST (Check one or more) _____ VARIANCE _____ CONDITIONAL USE PERMIT
_____ HOME OCCUPATION (CUP) _____ ADMINISTRATIVE REVIEW

3. PLEASE CIRCLE: Cynthiana / County / Berry
Location _____

4. SUBDIVISION _____ Deed Book _____ Page _____ on _____

5. EXISTING USE _____ ZONING DISTRICT _____

6. DESCRIPTION OF REQUEST _____

7. SUPPORTING INFORMATION: VARIANCE (\$300.00) - 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 or 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 a 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 (\$300.00) – 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 service 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) (\$195.00)– 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.
- D. No traffic shall be generated by such home occupation in greater volumes than would normally be expected.

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 appeal is sought.

APPLICANT OR REPRESENTATIVE (provide written authorization) MUST BE PRESENT AT 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 the 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 up 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.