

Board of Adjustment Instructions and Checklist

Conditional Use Permit/Home Occupation:

- Completed Application Form with original (wet) signatures
- Land Owner Certification (if needed)
- Cash, check, or money order payable to Cynthiana-Harrison County-Berry Joint Planning Commission
- Supporting Documents:
 - Plan showing layout of property/lot/business
 - Includes details for parking, landscaping, circulation, signs, building, etc.
 - Narrative explaining request (employees, hours, operations, waste, etc.)

Variance Request:

- Completed Application Form with original (wet) signatures
- Land Owner Certification (if needed)
- Cash, check, or money order payable to Cynthiana-Harrison County-Berry Joint Planning Commission
- Supporting Documents
 - Plan showing layout of property/lot/business
 - Includes details for parking, landscaping, circulation, signs, etc.
 - Narrative explaining request (explains hardship)
 - Must show dimensions that are being requested

Certification of Plans & Information

I hereby certify that the plans and information provided present all of the data and information and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

Preparer's Signature

Date

Office Personnel Signature

Date