

## ZONING VARIANCE APPLICATION

### INSTRUCTIONS FOR REQUESTING A ZONING VARIANCE

Please submit this application, *completed in its entirety*, along with the following:

1. A fee of \$100 made payable to the City of Gaffney
2. A scaled site drawing of the property that reflects, at a minimum, the following:
  - Property lines, existing structures, proposed structures and other relevant site improvements
  - The nature, including dimensions, of the disputed item
  - Topographic, natural features, etc. relevant to the disputed item

Within ten (10) business days of receipt, the Zoning Administrator will review the application for completion prior to placing the application on the Board of Zoning Appeals (BZA) agenda. If the application is determined to be incomplete, the Zoning Administrator will contact the applicant to request additional information. ***The applicant is encouraged to schedule an application conference with staff, who will review your application for completion at the time it is submitted. Call (864)487-8500 to schedule appointment.***

Please refer to the City of Gaffney Zoning Ordinance for information regarding Zoning Variances. Section 8.4-5 of the Zoning Ordinance specifically addresses the Powers and Duties of the Board of Zoning Appeals (BZA).

The complete City of Gaffney Zoning Ordinance can be accessed online at:

[www.getintogaffney.com](http://www.getintogaffney.com):

- >> Government
- >> Departments
- >> Community Development
- >> Policies, Guidelines & Requirements
- >> Zoning Ordinance 01-17-17

### ZONING VARIANCE APPLICATION

- 1) NAME OF APPLICANT \_\_\_\_\_
- 2) APPLICANT’S PHONE # \_\_\_\_\_
- 3) APPLICANT’S MAILING ADDRESS \_\_\_\_\_
- 4) APPLICANT’S EMAIL ADDRESS \_\_\_\_\_
- 5) NAME OF PROPERTY OWNER \_\_\_\_\_
- 6) PROPERTY OWNER’S PHONE # \_\_\_\_\_
- 7) PROPERTY OWNER’S MAILING ADDRESS \_\_\_\_\_
- 8) STREET ADDRESS OF SUBJECT PROPERTY \_\_\_\_\_
- 9) SUBJECT PROPERTY’S TAX ID # \_\_\_\_\_
- 10) CURRENT ZONING DISTRICT \_\_\_\_\_
- 11) DESCRIPTION OF VARIANCE REQUEST \_\_\_\_\_

\_\_\_\_\_

- 12) Explain the extraordinary & exceptional conditions pertaining to the particular piece of property:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 13) Explain how the unique conditions of this property do not generally apply to other property in the vicinity:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 14) Describe how the application of the ordinance to this particular piece of property would effectively prohibit or unreasonably restrict utilization of the property:  
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 \_\_\_\_\_  
 \_\_\_\_\_  
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### ZONING VARIANCE APPLICATION

15) Explain how authorization of the variance will not be of substantial detriment to adjacent property or to public good, and the character of the district will not be harmed by granting of the variance:

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16) Explain how the effect of the variance would not allow the establishment of a use not otherwise permitted in the zoning district; would not extend physically a nonconforming use of the land; would not change the zoning district boundaries shown on the official zoning map:

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17) Is this tract/parcel or development restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes  No

**The undersigned does hereby verify that they are the property owner of the subject property, accepts responsibility for the accuracy of this information, and gives the City of Gaffney permission to obtain whatever information is necessary to review this application. The undersigned also hereby certifies the above statements and the information submitted herein are true to the best of their knowledge and belief.**

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

DATE APPLICATION SUBMITTED: \_\_\_\_\_ REC'D BY: \_\_\_\_\_

FEE SUBMITTED: **\$100** CHECK# \_\_\_\_\_ CASH \_\_\_ CREDIT \_\_\_ DATE: \_\_\_\_\_

FEE RECEIVED BY: \_\_\_\_\_

APPLICATION REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BZA MEETING DATE: \_\_\_\_\_

BZA DECISION: \_\_\_\_\_ DATE: \_\_\_\_\_