

# ZBA MODIFICATION CHECKLIST



## ○ ZBA Application

- Completed application with fee paid (Fee is non-refundable) Please put the person who will be attending the meetings down as the applicant. This is the person staff will be communicating with.
- Fees
  - Single-Family Residential: \$150
  - Multi-Family, Commercial, and Industrial: \$500
  - Appeals: \$300
- Owner's Permission (we must have the owner's permission)
- If the owner has recently bought the property and tax records have not been updated staff will need a copy of the deed
- Type of Request: you are seeking a **Modification**.
- Include the description of Work or Request
- Include your hardship or difficulty
- The applicant and the owner must sign the application.

## ○ Parking Study

- A parking study is required when the applicant is seeking a Parking Modification.
- Parking studies must be conducted over 3 days, preferably not consecutive.
- If the business is open Monday-Sunday, a parking study involving Monday, Thursday, and Saturday is preferred.
- The study must be done during business hours.
- The study must involve peak hours of business as determined by the applicant, or open, mid-shift, and before closing.
- Photos must be provided.
- **Available parking must be shown and counted for each photo with the date and time the photo was taken on each page of the Parking Study. Until this is shown your Parking Study will not be considered complete.**
- Parking that is not on the same lot cannot be counted but, applicant's can include street parking and public parking as justification for granting the modification.

## Site Plan

- Site Plan (minimum 8.5 x 11)
- Please include the total square footage of the space seeking the Variance.
- If this building has multiple uses include all of the uses and square footage for those uses.
- Location, size, and height of all existing and/or proposed structures.
- Setback (yard setbacks) dimensions for all existing and/or proposed structures, including main buildings, accessory structures, and dumpster location.
- All parking spaces and maneuvering areas. Number of required parking spaces is determined by the proposed use.
- Driveways and walkways. Please include type of material and striping.
- Height and location of all signage, fences, walls, and appurtenances.
- Any type of site beautification, including landscaping, for any new construction you must include a landscaping plan.
- Description of Proposed Use – should include all uses that will occur on the property (now and in the future), hours of operation, number of employees etc.
- Landscaping plan: must include: species, sizes, quantities, and specific locations for each plant.

## Survey

- A survey or as built survey of the property showing all lot lines, structures, and parking spaces.
- **If you are requesting a Modification to move a Zone District boundary you must provide a survey showing how far you are moving the boundary.**

All Zoning Board of Adjustment cases are encouraged to present their case to the Neighborhood Association where the property is located. Staff will get you on the agenda to present your case to the neighborhood so the neighborhood can vote on whether or not they want to support it.

The applicant will attend the Zoning Board of Adjustment meeting on the day the request is scheduled to be heard by the Board. Please be prepared to clearly explain the request and justification to the Board. Staff will include submitted documentation to the Board in advance of the meeting, but please feel free to bring any additional documentation necessary to present the case.