COMMUNITY DEVELOPMENT

Zoning Variance
Application

DATE RECEIVED

CASE NUMBER

Street Address	Parcel Number	Size in Acres
Current Zoning Classification	Proposed Use of the Property	
Variance to Section(s):		
Current Ordinance Requirement(s):		
Requested Variance(s):		
Applicant	Contact Name	
Street Address	Primary Telephone	
City / State / Zip Code	Email	
Owner(s), if different from applicant	Contact Name	
Street Address	Primary Telephone	
City / State / Zip Code	Email	

Applicant's Signature: _____ **Date:** _____

zoning@brandonms.org

Revised: 04/21/2017

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Additional Information

The following items are required for consideration of a variance:

- ☐ **Completed Application and Non-Refundable $275 Fee**
- ☐ **Ownership Verification Letter**
  - If the applicant is not the owner, a letter signed and dated by the owner certifying their ownership of the property and authorizing the applicant to represent the person, organization, or business that owns the property.
- ☐ **Legal Written Description of the Property**
  - If not platted, a metes and bounds legal description of the property.
- ☐ **Written Statement**
  - A written statement documenting the reason for the variance(s), including evidence that the request complies with the following criteria as required for approval of a variance.
    1. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings, in the same district.
    2. Literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
    3. Granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same zoning district.
    4. The condition or characteristic noted above is not caused by an action of the property owner, occupant, or applicant.
    5. The variance is the minimum amount necessary to allow a reasonable use of the property;
    6. The variance will not adversely affect public health or safety, and will not substantially or permanently interfere with the appropriate use of adjacent conforming property in the same district; and,
    7. The variance will not alter the essential character of the zoning district within which the subject property is located, and is in harmony with the intent and purposes of the zoning ordinance.
- ☐ **Site Plan**
  - Submitted on paper no larger than 11" x 17", showing: Scale and north arrow; Location of site with respect to streets and adjacent properties; Property lines and dimensions; Location and dimensions of buildings; Building setback distances from property lines; Location, dimensions, and surface type of off-street parking spaces and loading areas; Any other proposed features of the site which are applicable to the requested variance.

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Acknowledgements

The applicant agrees to:

- If determined by the City Planner or other city officials that a detailed site plan is necessary to review a request for variance, a site plan shall be submitted by the applicant in accordance with the Zoning Ordinance of the city and all expenses of the zoning variance review shall be paid by the applicant.
- By signing the application, it is understood and agreed that permission is given to the Department of Community Development to place a sign(s) on said property, giving notice to the public that said property is being considered for zoning action. It is further understood by the applicant that the removal of the sign before the hearing will constitute a withdrawal of the application and the case will not be heard at the next scheduled hearing.
- It is further understood and agreed by the applicant, and permission is hereby granted to the city for inspections, investigations, and/or evaluation reports by the proper departments, pertaining to said property. In the event such investigations, etc., disclose this property does not meet the requirements for the proposed use, then this request will be held in abeyance until such time as those requirements are met and/or evidence of such is submitted.
- The application fee for this request is non-refundable regardless of the outcome.

The applicant agrees to attend the official development review meetings listed below:

Planning Commission Meeting: _____

Board of Aldermen Public Hearing: _____

Both meetings are held in the Board Room of the Brandon Municipal Complex, located at 1000 Municipal Drive in Brandon, Mississippi at 6 o'clock in the evening.

The above information is true, correct, and complete to the best of my knowledge, and I acknowledge the stipulations listed herein.

Applicant: _____ Date: _____

Owner: _____ Date: _____

State of Mississippi
County of Rankin
Sworn to and subscribed before me,

Notary:

_____

Date:

_____