



**Board of Adjustments and Appeals**  
**Oldham County Planning and Development Services**  
**Application for Variance**

<i>For Staff Use Only:</i>			
Date: _____	Docket No: _____	Staff: _____	Fee: _____

*This application must be submitted in person at the Planning and Zoning Office.*

**General Information:** (A separate application must be submitted for each Board of Adjustments request.)

Name of Applicant(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ Is the project within the incorporated city limits? \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Please explain/describe the requested Variance:

\_\_\_\_\_  
\_\_\_\_\_

Are there any past or present related Planning and Zoning cases on this property? If yes, please list the cases:

\_\_\_\_\_

**Signatures:**

**Owner(s):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Applicant(s): (if other than owner)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contact:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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***Justification:***

The Board of Adjustments and Appeals requires that each applicant respond to the following four questions (Please refer to the attached checklist for further explanation):

1. What are the specific conditions related to this request that are unique only to the applicant's land and do not exist on other land in the same general vicinity, or in the same zoning district?

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2. If this variance were not granted, how would this deprive the applicant of reasonable use of the land in a manner equivalent to uses permitted to other landowners in the same zoning district?

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3. Are the unique conditions and circumstances a result of actions of the applicant taken after the adoption of the zoning regulations from which relief is sought?

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4. How will the variance preserve, and not harm, the public safety and welfare of the public and maintain the essential character of the neighborhood?

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***Submittal Checklist:***

- \_\_\_\_\_ 1. Complete Oldham County Planning and Zoning Variance Application. (Owner's signature is required.)  
Justification Section:
1. Examples of specific conditions include size of property, location of existing structure, topography, etc.
  2. What will happen if the Variance is not granted?
  3. Did the applicant create the need for the Variance? If not, please explain why this is not the case.
  4. Will the Variance harm the surrounding properties? Are there similar situations in other parts of the community?
- \_\_\_\_\_ 2. Required Variance Fee as listed below:  
a.) Residential-Detached \$200.00    b.) Non-Residential: \$400.00    c.) Industrial: \$600.00  
Residential-Attached \$300.00
- \_\_\_\_\_ 3. Notice fees equal to \$5.00 per adjoining property owner.
- \_\_\_\_\_ 4. Mailing Labels for all adjoining property owners, including name and address of all 1<sup>st</sup> tier adjoining parcels. 1<sup>st</sup> tier adjoining parcels include all those that border the property, including those across streets. (\*See note below for PVA directions)
- \_\_\_\_\_ 5. Property information for the project location as listed by the Property Valuation Administration (PVA). (\*See note below for PVA directions)
- \_\_\_\_\_ 6. A copy of the current recorded deed along with any applicable easement deeds or maintenance agreements. Include any surveys of the property, if available.
- \_\_\_\_\_ 7. Eight copies of a plan showing existing conditions and including:
- \_\_\_\_\_ Property Boundaries and easements with dimensions.
  - \_\_\_\_\_ Location and exterior dimensions of existing structures.
  - \_\_\_\_\_ Location and dimensions of any proposed structures.
  - \_\_\_\_\_ Location and dimensions of any existing or proposed signs.
  - \_\_\_\_\_ Location of any parking areas and/or driveways.
  - \_\_\_\_\_ Distances between any existing and proposed structures to the property boundaries.
  - \_\_\_\_\_ Current property zoning and neighboring property zoning.
  - \_\_\_\_\_ Name and address of project property owner and all adjoining property owners.
  - \_\_\_\_\_ Adjoining Streets with labels.
  - \_\_\_\_\_ Vicinity Map showing location of property in relation to nearest major intersection.
  - \_\_\_\_\_ North Arrow.
  - \_\_\_\_\_ Highlight, in yellow, the location of the requested Variance.
  - \_\_\_\_\_ Label the dimensions of the requested Variance.
- \_\_\_\_\_ 8. Photos and other supporting documents.

*\* Accessing PVA information: Property information may be accessed on the internet at [www.oldhampva.com](http://www.oldhampva.com). In order to search for a property, users must select "Tax Payer Info" from the left column then select "Property Search". Once located, users may print the information using the print command on their internet browser. For adjoining property owners or further assistance contact PVA at 110 W. Jefferson Street in LaGrange or at (502)222-9320.*