



BOARD OF ZONING APPEALS

Procedure for Submitting Applications

1. Fill out the application form in its entirety and sign.
2. By the 15th of the month preceding the BZA meeting, submit the completed application and the following:
 - Site plan drawn to scale showing location of existing buildings and structures, new building additions or structures, and all pertinent dimensions.
 - Building or structure drawings, drawn to scale.

NOTE: The city will notify property owners within 200' of the property that is requesting an appeal or variance.

3. A check payable to the "**CITY OF FAIRFIELD**", cash or charge payment in the amount of twenty-five dollars (\$25.00) to cover the cost of publishing and mailing the notices of the hearing.
4. The decision of the Board shall not become effective until the expiration of five (5) days from the date of the decision unless otherwise specified by the Board.
5. No variance shall be authorized by the Board unless the Board finds beyond a reasonable doubt that all of the following facts and conditions exist:
 - That there are exceptional or extraordinary circumstances applying to the property in question or to the intended use of the property that do not generally apply to other properties or classes of uses in the same zoning district.
 - That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same zoning district and in the same vicinity
 - That the authorizing of such variance shall not be of substantial detriment to adjacent property and shall not materially impair the purposes of the Zoning Ordinance or the public interest.

<u>BOARD OF ZONING APPEALS</u> VARIANCE OR APPEAL APPLICATION APPLICATION FEE \$25.00	OFFICE USE ONLY CASE # _____ DATE _____
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(Please print)

Date

Owner's Name

Applicant's Name

Street Address

Street Address

City, State, Zip

City, State, Zip

(____) _____
Telephone Number

(____) _____
Telephone Number

CHECK ONE: **VARIANCE** **APPEAL** **WAIVER**

VARIANCE

I request a size or use (circle one) variance to the City of Fairfield Zoning Code,
Section No. _____.

The reason for the variance is (state reason for undue hardship): _____

APPEAL

I am appealing the decision of the City of Fairfield Building Official made on _____.
The reason for the appeal is: _____ Date

WAIVER

I request a waiver to the City of Fairfield Zoning Code, Section No. _____.

The reason for the waiver is: _____

Applicant's Signature

Date

NOTE: IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, ATTACH AN AFFIDAVIT FROM THE PROPERTY OWNER GIVING THE APPLICANT PERMISSION TO ACT ON THE OWNER'S BEHALF.