

VARIANCE REQUEST PROCEDURES

1. All Variance Request are reviewed by the City of Batesville Planning Commission which meets on the last Monday of each month.
2. A completed Variance Request form, tax receipt with brief description of the property and appropriate fee must be submitted to the Code Enforcement Office 12 days prior to the Planning Commission meeting.
3. The Planning Commission will make their recommendation to the Mayor and Board of Aldermen at the first meeting of the City Board following the Planning Commission meeting.
4. The City Board will set a date for a Public Hearing, which will be the first meeting of the following month, and a notice will be published in the local paper in accordance with laws governing public hearings (must publish at least 15 days prior to meeting).
5. Any objections to the proposed Variance Request may be made by any person either in writing or orally at the public hearing. The Board hears and considers any such objections. The applicant seeking the Variance Request should be present to express his/her reasons in favor of the Variance Request.
6. In the case of a protest against the Variance Request in writing signed by the owners of 20% or more of the area adjacent to the property proposed for the permit, then a favorable vote of 2/3 of all members of the City Board shall be required.
7. The City Board may or may not put conditions on the proposed Variance Request. Their vote concludes the process.

VARIANCE REQUEST

To: Mayor and Board of Aldermen

Date: _____

Request Made By: _____

Address: _____ Phone: _____

Location of Variance Requested: _____

Ward: _____ Zone: _____

Variance
Requested: _____

Reason for Request: _____

Signature of Requester

Signature of Property Owner

FOR OFFICE USE ONLY

Fee: _____ Date: _____ APPROVED () DENIED ()

City Clerk

Mayor