



**ADMINISTRATIVE APPEAL**

1. DESCRIBE ACTION OF PLANNING AND DEVELOPMENT DEPARTMENT BEING APPEALED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. EXPLAIN WHY THE ACTION OF THE PLANNING AND DEVELOPMENT DEPARTMENT IS CONSIDERED IN ERROR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. IDENTIFY THE PROVISION OF THE LAND USE DEVELOPMENT REGULATIONS THAT IS INVOLVED IN THIS APPEAL.  
  
ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_ PAGE \_\_\_\_\_

**SPECIAL EXCEPTION**

1. PRESENT LAND USE ZONE: \_\_\_\_\_
  
2. PRESENT USE OF PROPERTY: \_\_\_\_\_
  
3. DESCRIBE SPECIAL EXCEPTION REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. EXPLAIN WHY THE GRANTING OF THIS SPECIAL EXCEPTION WOULD NOT BE DETRIMENTAL TO THE GENERAL WELFARE NOR TO THE PROPERTY RIGHTS OF OTHERS IN THE VICINITY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. IDENTIFY THE PROVISIONS OF THE LAND USE DEVELOPMENT REGULATIONS WHICH AUTHORIZED THE GRANTING OF THE SPECIAL EXCEPTION.  
  
ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_ PAGE \_\_\_\_\_

**VARIANCE**

1. PRESENT LAND USE ZONE: \_\_\_\_\_
2. PRESENT USE OF PROPERTY: \_\_\_\_\_
3. DESCRIBE REQUESTED VARIANCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. DESCRIBE THE SPECIAL CONDITIONS AND CIRCUMSTANCES WHICH EXIST THAT ARE PECULIAR TO THE LAND, STRUCTURE OR BUILDING INVOLVED AND WHICH ARE NOT APPLICABLE TO OTHER LANDS, STRUCTURES OR BUILDINGS IN THE SAME DISTRICT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. EXPLAIN WHY LITERAL INTERPRETATION OF THESE REGULATIONS WOULD DEPRIVE THE APPLICANT OF RIGHTS COMMONLY ENJOYED BY OTHER PROPERTIES IN THE SAME DISTRICT UNDER THE REGULATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. ARE THE SPECIAL CONDITIONS OR CIRCUMSTANCES WHICH EXIST A RESULT OF ACTIONS OF THE APPLICANT?      YES \_\_\_\_\_ NO \_\_\_\_\_
7. EXPLAIN WHY THE GRANTING OF THIS VARIANCE WILL NOT GIVE THE APPLICANT SPECIAL PRIVILEGES THAT ARE SPECIFICALLY DENIED BY THESE REGULATIONS TO OTHER LANDS, STRUCTURES OR BUILDINGS IN THE SAME DISTRICT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETERMINATION OF COMPATIBILITY**

1. PRESENT LAND USE ZONE: \_\_\_\_\_
2. PRESENT USE OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_
3. SIZE OF STRUCTURE TO BE OCCUPIED: \_\_\_\_\_
4. WOULD YOU CONSIDER THIS BUSINESS HIGH, MEDIUM, OR LOW TRAFFIC: \_\_\_\_\_  
\_\_\_\_\_
5. ANTICIPATED NUMBER OF EMPLOYEES OR PERSONS WORKING AT THIS LOCATION: \_\_\_\_\_
6. HOW MANY VEHICLES WILL BE PARKED AT THIS LOCATION DURING NORMAL BUSINESS HOURS: \_\_\_\_\_
7. WILL THERE BE ANY NOISE, FUMES, ODORS, OR OTHER UNUSUAL FEATURES OF THIS BUSINESS: \_\_\_\_\_ IF YES, PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. STATE OTHER USES WITHIN THE DISTRICT WHICH ARE SIMILAR TO THE PROPOSED USE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. STATE THE REASON YOU FEEL THE PROPOSED USE IS COMPATIBLE WITH USES PERMITTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. IDENTIFY THE PROVISION OF THE LAND USE DEVELOPMENT REGULATIONS THAT IS INVOLVED IN THIS APPEAL.

ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_ PAGE \_\_\_\_\_