

Signature of Building Official

THE CITY OF CLEVELAND DEPARTMENT OF COMMUNITY DEVELOPMENT

1098 Old Highway 61 North • P. O. Box 1439 Cleveland, MS 38732

Phone: 662-843-4601 • Fax: 662-846-5701

Commission Use Only	<u>y</u>
Received: Complete: PC Review: Action:	

APPLICATION TO APPEAR BEFORE THE CLEVELAND PLANNING COMMISSION

PROJECT INFORMATION	APPLICANT INFORMATION
Project Address:	Name:
Lot, Block, Sub	Address:
Metes & Bounds	City/State/Zip:
Parcel No	Telephone: ()
Class or purpose (Check any that apply)	
□ New □ Addition □ Objection to ruling □ Variance	e □ Rezoning □ Sign □ Exception to regulations
☐ Business use ☐ Alcohol exception ☐ Other	
See back of application for further information on reques	ting variances.
Do you own the property in appeal? ** ☐ Yes ☐ No	Narrative of appeal or presentation:
If no, owner's name:	
Owner's address:	
Owner's City/State/Zip:	
Owner's phone: ()	
** You must be the owner or have proof of legal representation	n attached to request land use changes
 The following documentation may be required: Drawings, plot plans, surveys, etc. (indicate north Photographs Structure dimensions Adjacent property information Easement and right-of-way locations, streams, at Copy of deed or legal description for advertising 	nd other topographical information
I hereby certify that I have read and examined this application and know the of a variance or exception does not presume to give authority to violate of	RTION e information presented to be true and correct. I am aware that the granting or cancel the provisions of the laws of the State of Mississippi, the City of immental issues. No approval of the Planning Commission circumvents the requent inspections.
Signature of applicant	Date
Comments, evaluations, or recommen	dations from the Planning Department

Date

Variances are modifications from the literal provisions of the Land Development Ordinance made by the Board of Appeals in cases where a literal enforcement would result in unnecessary hardship due to circumstances unique to the individual property or use for which the variance may be granted.

Variance applications shall contain the following:

- A written statement that describes the unique conditions of the site and circumstances which
 create an undue hardship that demonstrates these unique conditions were not created by the
 property owner, and that the variance approval will not grant special privilege to the individual
 property which all other lands do not have.
- Some form of visual description which portrays the undue hardship in graphic terms. This may be, but shall not be limited to, an aerial photograph, a plat or site plan, or regular photographs.
- If considered necessary, the applicant may be required to furnish additional information of a pertinent and reasonable nature.

Requested variances <u>SHALL</u> meet at least one of the following criteria: (check the reason for requesting a variance)

Exceptional narrowness, shallowness, or shape of a specific piece of property at the time of the original adoption of the zoning regulations.
Exceptional topographical conditions or other extraordinary or exceptional situation or condition of a specific piece of property.
The location of trees.
The location of natural drainage courses, lakes or other desirable or attractive features.

The variance shall not significantly alter the character of or be detrimental to the neighborhood.

The potential for economic loss or gain on the part of the applicant resulting from the action of the Board of Appeals shall <u>NOT</u> be considered a sufficient basis for the approval of any variance.

At the time of application, the applicant shall deposit, with the Department of Community Development, the estimated cost of \$150.00 for public notice procedures.

The Planning Commission/Board of Appeals regularly meets the third Thursday of each month at 4:00 p.m. in the Board Room at City Hall.

All applications and supporting documentation are due no later than one week prior to the regularly scheduled meeting in which the applicant wishes to attend. These documents should be delivered to the Department of Community Development at 1098 Old Highway 61 North.