



City of Jasper

Zoning Board of Adjustment Application

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All applications for a special exception shall be filed with the Zoning Administrator at least 10 days before the next Board of Adjustment scheduled hearing date. If not, the application will appear on the docket of the following scheduled meeting. The application must be filed by the property owner or the authorized agent of the owner.

Applicant Information

Applicant Name.: _____ Company: _____
Phone.: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____

Parcel Information

☐ Residential ☐ Commercial

Owner of Record.: _____ Company: _____
Phone.: _____ Email: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Signature of Authorization: _____
Tax Map ID#: _____ Parcel #: _____
Existing Land Use: _____ Existing Zoning: _____
Proposed Use by Special Exception: _____

Required Enclosures (the following must be enclosed with this application)

- ☐ Vicinity Map
- ☐ Plot plan, drawn to scale and dimensioned, showing the property boundaries and proposed development layout.

Notice: The completed application, including all required attachments, must be filed at least **10 days** before the public hearing. The applicant must be present at hearings.

I hereby certify that I have read and examined this application and known the same to be true and correct. I understand that consideration of this application is based upon the correctness of the information I have supplied and that any permit(s) granted may be revoked upon finding by the Zoning Official that any relevant information supplied on or with the application is substantially incorrect. I certify that the legal description I have submitted is accurate and understand that I am solely responsible for the accuracy of the description submitted. I further understand that only complete applications including all required exhibits and fees are received by the City of Jasper, Planning Department by the scheduled deadline in order to be placed on the agenda.

☐ I HAVE REVIEWED, COMPLETED & AGREE TO ALL SUBMITTAL REQUIREMENTS ON THE BACK OF THIS APPLICATION

Signature

Date

Plot Plan Requirements for Applications

A plot plan is required with all applications. Any incomplete, illegible, or inaccurate plot plans will cause a delay in the processing of an application.

The plot plan must be drawn to scale and dimensioned. For commercial projects the plot plan should be drawn by a skilled drafter or a professional surveyor, engineer or architect. For residential projects, nonprofessional builders may draw their own plans and make use of maps from the Walker County GIS system. The level of detail may vary, depending on the nature of the request, but the following items are required to be on the plan drawing:

- ☐ Name of Applicant
- ☐ Date
- ☐ North Arrow
- ☐ Scale in Feet
- ☐ Lot Size in Acres or Square Feet and Property Dimensions
- ☐ Locations, Dimensions, Floor Areas and Heights of all Structures
- ☐ Location and Dimensions of Driveways and Off-street Parking and Loading Aisles and Spaces
- ☐ Exact Set Backs of Improvement from Front Side and Rear
- ☐ Contractor Information
- ☐ Adjacent Streets, Alleys, Railroads, Water Bodies, Land Uses and Zoning Districts
- ☐ Estimated Project Cost

Request Fees

1. Variance	\$100.00
2. Special Exception	\$100.00

FEES ARE TO BE PAID IN ADVANCE AND FORM COMPLETED BEFORE CONSIDERATION FROM THE CITY OF JASPER.

Make check payable to: City of Jasper

FOR OFFICE USE ONLY

Amount Paid: _____ Receipt #: _____ Date: _____

Received By: _____

Zoning Administrator: _____ Date: _____