

CITY OF HOOVER BOARD OF ZONING ADJUSTMENT APPLICATION

The City of Hoover Board of Zoning Adjustment meets regularly on the 4th Monday of each month at 5:30 p.m. located at the Hoover City Hall, 100 Municipal Lane, Hoover, AL 35216.

Applications must be received in the Office 15 days prior to the meeting. **Please note, these application dates are prescribed by law and cannot be amended by staff.** There are no exceptions. The applicant must submit a complete application including a Permit Application Denial form signed by a City of Hoover Inspections Official.

Below is a checklist of all information needed in order to process your request. This information must be supplied in its entirety or the item will not be properly filed and will (a) not be accepted by the Office; or (b) not be presented to the Board. Acceptance by the Clerk does not constitute acceptance of complete and proper filing. An incomplete application may result in a delay in the review of your request.

Applicants must submit the checklist and all documentation.

	\$75.00 Application Fee (Non-Refundable)
	Application (original) completed with owner's signature notarized and representing agent designated (if applicable).
	A vicinity map showing the exact location of the site in relation to the surrounding area.
	A site map must be in each set and must be certified by a registered land surveyor showing the location of structures on the property, as well as any dimensions, building setbacks, parking areas, greenbelts, rights-of-way and easements.
	Any supplemental information which will assist the Board in reviewing the request..
	One (1) electronic copy (.pdf format) burned on a c.d./saved to a flash drive or one 8 ½" x 11" copy of all drawings submitted.
	Fifteen (15) complete sets folded to a size of 8 ½" x 11". Complete sets including application, color renderings, drawings, survey, etc. ALL SETS MUST INCLUDE A COPY OF THE APPLICATION. SETS ARE TO BE PUT TOGETHER IN THE MANNER YOU WOULD LIKE THE BOARD TO RECEIVE THEM.

VARIANCES

The owner of the property understands that variances are granted based on the zoning code. Variances are not granted on any kind of covenants. Covenants are between property owners. Example: If you are asking for a variance from a building setback line and the building setback line is recorded on the plat and matches the Zoning Code, then the Board of Zoning Adjustment would only hear the case based on the Zoning Code requirements, not what is on the recorded plat. The recorded plat is a covenant between property owners of the subdivision. You must have signatures of every property owner on the recorded plat map to change the covenant portion of the setback. The letter of signatures approving the amendment of the covenants must be filed with the Office of the Probate Court. Again, we can only give a variance based on the Zoning Code and that is the only portion of the building setback changes that the Board of Zoning Adjustment will vote on. Once filed with the Office of Probate, please bring a copy of the recorded amendment to the Office of the City Clerk and we will place it in your file.

EXAMPLES OF VARIANCES

A request for a building setback variance should be accompanied by a site map showing the dimensions and location of the proposed structure and distances from all property lines, rights-of-way and easements.

A request for a variance to the sign regulations should be accompanied by a drawing of the proposed structure showing all dimensions and a site plan showing the location of the sign in relation to property lines, rights-of-way, buildings and other signs on the premises. The applicant shall also provide the number, type, location and dimensions of all existing signs on the premises.

TIME LIMIT ON OBTAINING PERMIT(S)

Unless otherwise specified by the Board, a special exception, or variance authorized by the Board shall expire if the applicant fails to obtain a building permit pursuant thereto within six (6) months of the date of authorization by the Board of Zoning Adjustment.

MEETING

It is recommended that the applicant and the applicant's designated representative, be present at the meeting at which the Board of Zoning Adjustment is to hear the request. Lack of representation on the part of the applicant may result in the request being delayed.

I. APPLICANT INFORMATION:

Owner of Property (This Section Must Be Completed)

Name: _____

Address: _____

Phone #: _____ Other #: _____

Email: _____

Representing Attorney/Other Agent

Name: _____

Address: _____

Phone #: _____ Other #: _____

Email: _____

II. DESCRIPTION OF PROPERTY:

Location: _____

Lot #: _____ Block #: _____ Subdivision Name: _____

Subdivision Name: _____

III. ZONING:

Hoover Zoning for the subject property is _____.

IV. REASONS FOR REQUEST (PLEASE CHECK THE APPLICABLE NUMBER AND FILL IN THE STATEMENTS):

1. _____ A request to vary:
_____ ' variance to reduce the lot width to _____ ' in lieu of the required _____ ' .
_____ square foot variance to reduce the lot area to _____ square feet in lieu of the required _____ square feet.
_____ ' front/side/rear (circle one) setback variance to reduce the setback to _____ ' in lieu of the required _____ ' .
_____ ' front/side/rear (circle one) setback variance to reduce the setback to _____ ' in lieu of the required _____ ' .
_____ ' front/side/rear (circle one) setback variance to reduce the setback to _____ ' in lieu of the required _____ ' .
_____ ' front/side/rear (circle one) setback variance to reduce the setback to _____ ' in lieu of the required _____ ' .
2. _____ A decision of the Zoning Official which the applicant believes to be contrary to the meaning of the Zoning Ordinance.
3. _____ An application to establish a use which must be approved by the Board of Zoning Adjustment (See Section _____).
4. _____ A request for extension of a non-conforming use (See Section _____).
5. _____ Sign Code Variance (See Section _____). Explain in line(s) below.
6. _____ Other – (See Section _____) Explain in line(s) below.

V. Hardship (Describe those things which you feel justify the action requested).

VI. OWNER AFFIDAVIT: *(This application must be signed by the owner to process)*

I do hereby declare that the above statements are true and correct and that I, the owner, and/or my duly appointed representative will be at the scheduled hearing. I understand that the City recommends that both the owner and the representative be present at the hearing. I, also, understand that I am asking for a variance based on the Zoning Code only and not on any or all covenants that are on the subject property.

Owner Signature

Date

VII. REPRESENTING AGENT AFFIDAVIT:

I do hereby declare that the above statements are true and correct and that I, the representing agent will be at the scheduled hearing. I understand that the City recommends that both the owner and the representative be present at the hearing. I, also, understand that I am asking for a variance based on the Zoning Code only and not on any or all covenants that are on the subject property.

Representing Agent Signature

Date
