



**APPLICATION FOR  
APPEAL FOR  
VARIANCE OF  
ZONING  
REGULATIONS**

**Planning and Zoning  
Huntington City Hall  
800 Fifth Avenue  
P.O. Box 1659  
Huntington, WV 25717  
(304) 696-5540, opt 3**

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address (city, state, zip):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address (city, state, zip):** \_\_\_\_\_

Please list the Location (address) and Description (Tax Map Number, Parcel, and Lot,):

\_\_\_\_\_  
\_\_\_\_\_

**Variance requested pursuant to:**

Article \_\_\_\_\_ and/or Figure \_\_\_\_\_ of the City of Huntington Zoning Ordinance.

Description of the variance being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of property including tax map, parcel, lot number (if applicable), street address and/or other description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the special conditions or attributes which pertain to the property or hardships for which the variance is sought (state any reason which the Board of Zoning Appeals should be aware of in forming its decision):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Attach additional pages if necessary)**

**The following exhibits are to be attached and made part of this application:**

- Site plan of Real Estate involved (if applicable); drawn to scale with scale shown, with direction North clearly indicated on the drawing, showing all boundary lines and placement of existing and/or proposed structures, and with all dimensions shown (setbacks, buildings, etc.).
- Valid State or Federal Photo ID.
- Any and all documentation and evidence to support the request.
- One Hundred Sixty dollars (\$160.00) filing fee for each variance sought.

All of the above documentation is to be submitted to the office of Planning and Zoning by: \_\_\_\_\_ in order to be placed on the next Board of Zoning Appeals agenda. Incomplete documentation will delay applicants review by the BZA.

I/We, the undersigned, am/are aware that a Public Hearing by the Board of Zoning Appeals will be held on Tuesday, \_\_\_\_\_. It is my responsibility to attend (or send a representative) to the above meeting to present plans and to answer any questions regarding the request for a Variance. All meetings are held at 5:30 p.m. in the City Council Chambers of Huntington City Hall.

<b>FOR OFFICE USE</b> Received: _____ Staff Initials: _____ Project Number: _____
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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

*\*All applications to be submitted must be typed or legibly written in blue or black ink.*

**FOR OFFICE USE ONLY**

**Board of Zoning Appeals**

- Approved
- Denied

Date of Decision: \_\_\_\_\_  
Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning Staff: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_