



# PLANNING & ZONING

City of Huntington  
**Planning & Zoning**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, option 3  
planningdept@huntingtonwv.gov

## Variance of Zoning Regulations Application

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

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

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

**Property Owner (if applicable):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

\_\_\_\_\_

### **Variance request pursuant to:**

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

Description of the variance being requested:

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

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

- Site plan the property involved (if applicable); drawn to scale, showing all boundary lines and the placement of existing and/or proposed structures, and with all dimensions shown (setbacks, buildings, ect.).
- Valid State and Federal Photo ID.
- Any and all documentation and evidence to support the request.
- One hundred sixty dollars (\$160) non-refundable filing fee for each variance sought.

All of the above documentation shall be submitted in full to the Planning and Zoning office by \_\_\_\_\_ in order to be placed on the next Board of Zoning Appeals (BZA) agenda. An incomplete submittal will delay the applications 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.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For office use only	
Received:	Project Name:



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### ATTACHMENT A

In making its decision to approve or deny a Variance request, The Board of Zoning Appeals must consider four criteria. Please provide a written statement on how the proposed Variance will affect each of the following considerations:

1. Effect upon public health, safety, or general welfare, or the rights of adjacent property owners or residents:

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2. What is the special condition or attribute of the property for which the variance is sought (must not be created by the person seeking the variance):

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3. How an approval of the Variance would eliminate an unnecessary hardship and permit a reasonable use of the land:

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4. How would an approval of the Variance allow for the intent of the Zoning Ordinance to be observed and substantial justice done:

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