

Applicants, please read the following:

The application fee for a modification request is \$100. The Zoning Administrator may grant a modification from any provision contained in this chapter with respect to physical requirements on a lot or parcel of land, including but not limited to size, height, location or features of or related to any building, structure or improvements if the Administrator finds in writing that (i) the strict application of the ordinance would produce undue hardship; (ii) such hardship is not shared generally by other properties in the same zoning district and the same vicinity; and (iii) the authorization of the modification will not be of substantial detriment to the adjacent property and the character of the zoning district will not be changed by the granting of the modification.

All adjacent property owners will be given 21 days to respond in writing if they have an objection to the modification. Such an objection would transfer the request to the Board of Zoning Appeals (BZA) for decision. The applicant would be given an opportunity to withdraw the request prior to placing it on the BZA agenda. If the Zoning Administrator renders a decision, and the applicant wishes to appeal that decision, the matter will be transferred to the BZA. An additional fee of \$100 will be collected for any request transferred to the BZA and the normal scheduling and public notice requirements of the BZA will be followed.

Application for modifications from certain requirements of this chapter may be made by any property owner, tenant, governmental official, department, board or bureau.