



City of Bay Minette

Variance Application

301 D'Olive Street · Bay Minette, Alabama 36507
Phone (251) 580-1650 · COBM_Planning@cityofbayminetteal.gov

Office Use Only

V - _____
Fee: \$300 + \$10 per Certified Letter
Paid: Credit Card Cash
 Check. # _____
Date Paid: _____

Are you the property owner? Yes No
(If you are not the property owner you must submit an Agent Authorization Form signed by the property owner)

Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Site Information

Property Address: _____

or Property Location: _____

*Parcel No.: _____ *PPIN No.: _____

**Parcel or PPIN information must be completed*

Current Zoning: _____

The purpose of this Variance is to allow:

What are the conditions which prevent you from using this property in accordance with the zoning ordinance?

**Variance ordinance excerpt is included in packet*

I, the undersigned applicant, understands that payment of these fees does not entitle me to approval of this variance and that no refund of these fees will be made. I have reviewed a copy of the applicable zoning regulations and understand that I must be present on the date of the meeting. I understand and authorize City Staff to conduct site visits, as needed in relation to this request.

Signature of Applicant (Owner of Property or Authorized Agent)

Date

Submittal Requirements

- _____ Application
- _____ Fee
- _____ Agent Authorization Form (if applicant is not the owner)
- _____ Complete Legal Description of Property
- _____ Plot Plan or Survey – indicating any existing structures, proposed structures, and setbacks from property lines.



City of Bay Minette Variance Ordinance Excerpt

3. *Variances; conditions governing applications; procedures.* To authorize upon request in specific cases such variance from the terms of this ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in unnecessary hardship. **A variance from the terms of this ordinance shall not be granted by the board of adjustment unless and until:**

- a. A written application for a variance is submitted demonstrating:
 - i. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or other buildings in the same district;
 - ii. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
 - iii. That the special conditions and circumstances do not result from the actions of the applicant;
 - iv. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.
 - v. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no prohibited/permitted or nonconforming use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.