

HOW TO COMPLETE THE HENRY COUNTY VARIANCE APPLICATION

1. **Owner Information:** Name and full mailing address of the owner as well as phone numbers where the owner can be contacted from 8 a.m. to 5 p.m. Monday through Friday and at home.
2. **Site Address:** Address of the property for which the zoning permit is being applied. This may be the same as the mailing address or may not have an address yet (fill out as much as possible).
3. **Legal Description:** Give a full legal or tax description and provide the section, township, and range for said site if it is not given on the attached site plan.
4. **Reason for Application:** Provide a description of what your proposed use is and why you are applying for a variance.
5. **Zoning District:** Contact County Planning & Zoning for this information (319) 385-0746.
6. **Present Occupancy Use:** Current use of property (if residential, include # of bedrooms).
7. **Type of Work:** Check the appropriate box that best describes the work proposed.
8. **List of Property Owners within 500 Feet of Proposed Change Property:** All property owners within 500' of the property for which the variance is proposed must be listed. The 500' radius is measured from all points on each lot line delineating the property. This information can be furnished at the Auditor's Office at 385-0756.
9. **Site Standards:** the zoning office can furnish the information required in the "minimum" and "maximum" spaces. "Lot Area" means the total lot size in acres of the property and the existing size should be entered. "Lot Width" is the distance from side lot line to side lot line or equivalent. "Lot Depth" is the distance from the front lot line to the rear lot line or equivalent. "Off-street parking" information can be provided by the zoning office. "Lot Coverage" refers to the percentage of property that is covered by existing, expanded, or new structures. Take the total structure coverage in acres and divide it by the total acres of the property and enter the percentage in the "proposed" box. "Height" is measured in feet and "Stories" includes half stories in addition to full stories. "Yard" setbacks adjacent to a roadway are measured from the **road right-of-way line** to a given structure, *not from the edge of the pavement!* Other setbacks are measured from the property line to the structure. Property lines and right-of-way width may be determined by consulting your survey or by contacting the Auditor's Office at 385-0756. "Sign" sizes are measured with respect to square footage.
10. **Required Attachments and Additional Documentation Submitted:** Each zoning permit is required to be accompanied by either a major, minor, or normal site plan, depending on the intensity of the land use. The applicant must also have proof of septic permit (if a toilet facility is present on the premises) and have paid the appropriate filing fee before a zoning permit is valid.
11. **Signature:** The permit must be signed and dated, followed by a printed or typed name.

Questions concerning this form may be directed to:

Joseph Buffington
Henry County Planning & Zoning
County Courthouse (mailing address on reverse side)
(319) 385-0746