



THE CITY OF CLEVELAND
DEPARTMENT OF COMMUNITY DEVELOPMENT
 1098 Old Highway 61 North • P. O. Box 1439
 Cleveland, MS 38732
 Phone: 662-843-4601 • Fax: 662-846-5701

<u>Commission Use Only</u>
Received: _____
Complete: _____
PC Review: _____
Action: _____

APPLICATION TO APPEAR BEFORE THE CLEVELAND PLANNING COMMISSION

PROJECT INFORMATION	APPLICANT INFORMATION
Project Address: _____	Name: _____
Lot _____, Block _____, Sub. _____	Address: _____
Metes & Bounds _____	City/State/Zip: _____
Parcel No. _____	Telephone: () _____ - _____

Class or purpose (Check any that apply)

- New Addition Objection to ruling Variance Rezoning Sign Exception to regulations
 Business use Alcohol exception Other _____

See back of application for further information on requesting variances.

Do you own the property in appeal? ** <input type="checkbox"/> Yes <input type="checkbox"/> No If no, owner's name: _____ Owner's address: _____ Owner's City/State/Zip: _____ Owner's phone: () _____ - _____	Narrative of appeal or presentation: _____ _____ _____ _____ _____
--	--

** You must be the owner or have proof of legal representation attached to request land use changes

The following documentation may be required:

- Drawings, plot plans, surveys, etc. (indicate north direction)
- Photographs
- Structure dimensions
- Adjacent property information
- Easement and right-of-way locations, streams, and other topographical information
- Copy of deed or legal description for advertising purposes (you will be billed for publication costs)

ASSERTION

I hereby certify that I have read and examined this application and know the information presented to be true and correct. I am aware that the granting of a variance or exception does not presume to give authority to violate or cancel the provisions of the laws of the State of Mississippi, the City of Cleveland, Bolivar County, or U. S. law regulating developments or environmental issues. No approval of the Planning Commission circumvents the requirements for obtaining a building or other development permits and subsequent inspections.

Signature of applicant

Date

Comments, evaluations, or recommendations from the Planning Department

Signature of Building Official

Date

Variances are modifications from the literal provisions of the Land Development Ordinance made by the Board of Appeals in cases where a literal enforcement would result in unnecessary hardship due to circumstances unique to the individual property or use for which the variance may be granted.

Variance applications shall contain the following:

- A written statement that describes the unique conditions of the site and circumstances which create an undue hardship that demonstrates these unique conditions were not created by the property owner, and that the variance approval will not grant special privilege to the individual property which all other lands do not have.
- Some form of visual description which portrays the undue hardship in graphic terms. This may be, but shall not be limited to, an aerial photograph, a plat or site plan, or regular photographs.
- If considered necessary, the applicant may be required to furnish additional information of a pertinent and reasonable nature.

Requested variances SHALL meet at least one of the following criteria: (check the reason for requesting a variance)

- Exceptional narrowness, shallowness, or shape of a specific piece of property at the time of the original adoption of the zoning regulations.
- Exceptional topographical conditions or other extraordinary or exceptional situation or condition of a specific piece of property.
- The location of trees.
- The location of natural drainage courses, lakes or other desirable or attractive features.

The variance shall not significantly alter the character of or be detrimental to the neighborhood.

The potential for economic loss or gain on the part of the applicant resulting from the action of the Board of Appeals shall NOT be considered a sufficient basis for the approval of any variance.

At the time of application, the applicant shall deposit, with the Department of Community Development, the estimated cost of \$150.00 for public notice procedures.

The Planning Commission/Board of Appeals regularly meets the third Thursday of each month at 4:00 p.m. in the Board Room at City Hall.

All applications and supporting documentation are due no later than one week prior to the regularly scheduled meeting in which the applicant wishes to attend. These documents should be delivered to the Department of Community Development at 1098 Old Highway 61 North.