



Application Fee \$50.00

Special Permit

Application: Variances & Nonconforming use Change Request

Case Number: _____

Date Submitted: _____

Meeting Date: _____

Owner/ Applicant Information

Property Owner

Name: _____

Address: _____

City, state & zip code: _____

Phone number: _____

Applicant

Name: _____

Address: _____

City, state & zip code: _____

Phone number: _____

Description of requested Special Permit / Variance:

Circumstances necessitating Special Permit / Variance request:

Variance Checklist:

1. Application
2. Narrative Letter stating the need for variance
3. Site plan/ Aerial View
4. Evidence of property ownership (deed, loan statement, tax documentation, or other legal forms)
5. Adjoining property owners must receive a neighbor notification sent via certified mail (copy of receipt required)
6. Building Permit (if applicable)

***Notice:** Applications for variance request must be filed by the City Clerk **twenty-one** business days before regularly scheduled Planning & Zoning Commission meetings.

Applicant Sign & Date: _____

City Official Sign & Date: _____



Special Permit Variances & Nonconforming use Change Request

Case Number: _____

Date: _____

☐ Approved

☐ Denied

Reason for Denial:

Mayor, City of Bono

Planning and Zoning

Code Enforcement