



**Instructions to the Applicant Requesting a Variance
from the Zoning Regulations before the Board of Zoning Appeals.**

- 1. Applicants are advised that the Derby Board of Zoning Appeals is only authorized to consider variances from the City Zoning Regulations as listed in Section 10-1007C.**
- 2. An applicant must complete an application form and all blanks should be filled in or noted as N/A. See Section 10-1007 of the Zoning Regulations for procedures pertaining to a variance.**
- 3. Applicant must submit a current ownership list certified by an abstractor of names, mailing addresses and zip codes of all landowners within 200 feet of the exterior boundary of the area in the City described in the application both within the city limits and extending outside the city limits. If such area is located adjacent to the city limits, the ownership list, in addition to the 200 feet inside the city limits, shall provide similar information extending to 1,000 feet into the unincorporated area. (See Section 10-1003 of the Zoning Regulations for Notice of Hearing).**
- 4. The applicant must submit a statement in writing providing information as required by Section 10-1007A of the Zoning Regulations.**
- 5. The applicant must submit a sketch drawn to scale showing the lot(s) included in the application, the structures existing thereon and the structures proposed which necessitate the request. All appropriate dimensions should be included and any other information which would be helpful to the Board of Zoning Appeals in consideration of the application. A professionally drawn sketch is not necessary.**
- 6. The above noted application and accompanying documents shall be submitted to the Zoning Administrator at least 25 days before the next regular Board meeting, together with a fee to the City as established by the fee schedule in Section 9-904 of the Zoning Regulations. See Zoning Administrator for fee schedule information. Incomplete applications will be returned to the applicant.**
- 7. Notice of the public hearing by the Board of Zoning Appeals will be published in the official city newspaper by the Secretary so that at least 20 days elapse between the date of publication and hearing date. Notices of the hearing will also be mailed by the Zoning Administrator to all landowners on the ownership list, the applicant and the Secretary of the City Planning Commission so that at least 20 days shall elapse between the mailing date and the hearing date.**
- 8. Prior to the hearing, applicants are advised to study the standards for granting variances in Section 10-1007D of the Zoning Regulations of which Section 10-1007D1 are required by State statutes and will be the basis for the Board of Zoning Appeals' decision.**

- 9. Please note that the City is processing your application for a variance under the minimum time period prescribed by State law.**