

Why should this variance be granted? *(Describe hardship, special circumstances, etc. in detail. If more room is needed, please attach a separate sheet.)*

Required attachments: *Please provide the following:*

- 1. **A copy of the Weber County ownership plat** showing your property. This can be obtained from the Weber County Recorder's office at 2380 Washington Boulevard, or at their website <http://www.co.weber.ut.us/psearch/index.php> Please highlight your property on the plat printout.
- 2. **The names and addresses of the closest neighbors**, three houses on each side as well as across the street, and behind your property, as applicable.
- 3. **An original copy of a site plan.** Please draw the site plan showing the entire property with layout and dimensions of building(s) streets, property lines, easements, and rights-of-way. Show lot dimensions and distance between existing buildings. For assistance with this task, ask staff for the handout "How to Draw a Simple Site Plan," available at the Customer Service counter.

Filing Fee: \$100 Must accompany application and required attachments.

Deadline: Application must be received 14 days prior to the fourth Wednesday of the month that the hearing is to take place, unless the request is to be referred to the Zoning Administrator. **In order to avoid delays, this application must be completed fully.**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE:

(Signature of Owner/Appellant)

(Date)