



CITY OF NORTHPORT

Our Mission: To Provide Efficient and Effective Services; To Promote a Sense of Community; To Enhance the Quality of Life.

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HARVEY L. FRETWELL
City Administrator
CHARLES SWANN

ZONING BOARD OF ADJUSTMENT

1. You have requested a variance, special exception or interpretation of the Northport Comprehensive Zoning Ordinance. The Northport Zoning Board of Adjustment has the full authority to rule on cases such as this after a public hearing.
2. The Board of Adjustment meets in City Hall, 3500 McFarland Boulevard. The Board convenes in Council Chambers at 6:00 p.m. on the Third Thursday of each month.
3. You or your agent must be present at the meeting to explain your request and answer questions.
4. No later than the closing of business hours four (4) weeks prior to the meeting, the following must be on file in the Planning Department.
 - a. A Board of Adjustment form properly filled out and signed.
 - b. The names and mailing addresses of all adjoining property owners as obtained from the Tax Assessor on the first floor of the County Courthouse. Adjoining owners include owners on all sides of the property in question and also the property across streets, creeks, power line right-of-ways, etc.
 - c. A filing fee of \$25.00 plus \$3.00 per adjoining property owner.
 - d. A small drawing (8 x 11) of the lot in question with dimensions; existing and proposed new construction with dimensions; distance to the property line of all structures, and other concerns which may be applicable to your case such as existing and proposed parking spaces, heights, access roads, etc. The drawing need not be professionally prepared but must be legible and accurate.
5. All written material submitted shall be typed or legibly printed.
6. A decision of the Zoning Board of Adjustment is final and can be overturned only by the Circuit Court. Appeals to courts must be within fifteen (15) days after a final decision of the Board of Adjustment.

PETITION TO THE NORTHPORT
ZONING BOARD OF ADJUSTMENT

(Variance from the terms of the Zoning Ordinance)

Cal. No.

Hearing Date

Filed

Petitioner and Owner the Same _____ Yes _____ No

Petitioner Name

Address

Phone No.

Property Owner

Address

Phone No.

Premises Affected

(Street Address)

Lot No.

in

(Subdivision)

Existing Building(s)

Proposed Construction

Describe the nature of the variance request

Describe the special conditions pertaining to your property (or to your case) which sets your case apart from others in the same zoning district.

Describe the nature of any unnecessary hardship placed upon you by a literal enforcement of the zoning ordinance.

Describe how your variance (if granted) would impact upon neighboring properties or would be contrary to the public interest.

I (we) certify that to the best of my (our) knowledge the foregoing facts are true and correct; that the variance (if granted) is the minimum variance necessary for the reasonable use of the property; that any hardship claimed is not of my (our) own making and that other than the variance requested the property in question complies with zoning district requirements.

Owner Signature

Date

Petitioner Signature

Date

All requests must be accompanied by a drawing showing: lot and building dimensions, present zoning, proposed construction plans, and the name and address of all adjoining property owners as shown on current tax assessments.

A fee is required by the City to defray the costs of investigation and advertising.

Evidence of petitioner's interest in the property must be attached to the petition if different from owner.