

**VILLAGE OF OTTAWA
VARIANCE APPLICATION**

1. Date of Application: _____
2. Name of Applicant: _____
3. Address: _____

Phone: # _____
Lot Number: _____ Zoned: _____

**If address of variance is not applicant's address, please provide variance address here:*

4. Abutting Neighbors: (List all neighbors owning property abutting variance address-this includes directly across the street.)

North _____

South _____

East _____

West _____

Others _____

5. Explanation of why you are requesting a variance:

6. Types of all landscaping walls and other forms of screening:

7. Number and type of dwelling units:

8. Type and nature of manufacturing, industrial process or business: _____

9. Any other information you wish to include:

FEE: **\$70.00**

Please provide the following information on an attached plat or descriptive drawing:

1. A plat showing the boundaries of the parcel or lot, including the proposed distances of structures from the property lines.
2. The location, size, height, and use of all structures.
3. The location of all vehicular and pedestrian ways.
4. The location of all landscaping walls and other forms of screening for non-residential districts.
5. The location and treatment of parking areas.
6. Any application to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

Applicant Signature: _____

IT IS IN THE APPLICANT'S BEST INTEREST TO BE PRESENT AT THE MEETING HEARING THIS VARIANCE REQUEST