

VARIANCE AND APPEAL APPLICATION  
INSTRUCTIONS

**REQUEST TO APPEAR BEFORE THE CITY OF GARDENDALE  
*BOARD OF APPEALS AND ADJUSTMENTS***

1. MEETINGS ARE HELD ON AN “AS NEEDED” BASIS - THURSDAY NIGHTS AT 6:30 PM AT THE GARDENDALE CITY HALL, INSPECTION SERVICES OFFICE, 925 MAIN STREET. A *MINIMUM* OF 15 DAYS IS REQUIRED FOLLOWING SUBMISSION OF ALL PAPERWORK. INSPECTION OFFICE WILL CONFIRM DATE.
2. THE APPLICANT, OWNER OR AUTHORIZED REPRESENTATIVE MUST BE PRESENT AT MEETING...PLEASE PROVIDE ALL PHONE NUMBERS ON APPLICATION.
3. THE APPLICATION AND ALL REQUIREMENTS MUST BE RETURNED BY THE APPLICATION DEADLINE TO BE ADDED TO THE AGENDA IF A MEETING HAS ALREADY BEEN SCHEDULED.
4. **FILING FEE OF \$50.00 MUST ACCOMPANY THE APPLICATION, ALONG WITH PAYMENT FOR POSTAGE FOR NOTIFICATION BY REGULAR MAIL TO ALL ADJACENT PROPERTY OWNERS. (THESE NAMES CAN BE PROVIDED BY THE INSPECTION OFFICE.) APPLICANT WILL LATER BE BILLED FOR PUBLICATION COSTS INCURRED FOR NOTIFICATION OF THE PUBLIC HEARING.**

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**Requirements:**

1. **APPLICATION SIGNED BY OWNER AND AGENT, IF DIFFERENT.**
2. **FEE**
3. **ONE COPY OF A SURVEY OF THE PROPERTY IS REQUIRED, SHOWING SETBACKS AND DIMENSIONS.**
4. **LETTER FROM OWNER/AGENT EXPLAINING THE HARDSHIP OR REASON FOR THE VARIANCE**
5. **APPLICANT MUST (SIGN ONLY) THE “FORM FOR APPEALS”**
6. **FOR VARIANCES, PROPERTY OWNER OR CONTRACTOR MUST COMPLETE BUILDING PERMIT APPLICATION FORM.**