

SAMPLE ZONING ADVERTISEMENT  
MUST BE FILLED OUT BY THE APPLICANT

Application of \_\_\_\_\_ whose

property is located at \_\_\_\_\_, and further

identified as Tax Assessor's Plat \_\_\_\_\_, Lot \_\_\_\_\_ for a Variance/Special Use Permit

from Article \_\_\_\_\_, Section \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Said property is located in a \_\_\_\_\_ zone and contains \_\_\_\_\_ acres/square feet.

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**HOW TO WRITE YOUR AD:**

Name of owner must be advertised exactly as it appears on the most recent deed for the property. If the applicant's name differs from the owner, the ad must read: "Application of John R. Smith et ux Mary, (Jane L. Doe, owner), whose property...etc." The exact street address must be included in the advertisement, as well as the Tax Assessor's Plat and Lot numbers. Cross out "Variance" or "Special Use Permit" if one does not apply to what you are seeking. List the exact Article(s) and Section(s) numbers from the Zoning Ordinance from which you are seeking relief, followed by the title of the section as it appears in the Ordinance. Then briefly describe what you wish to do: "to construct a tool shed five feet from the side lot line instead of the required ten feet". List what zone your property is in: R8, R20, R40, RR80, RR200, CL, CD, CW or OS. Finally, enter the total acreage or square footage of your lot, crossing out the term that does not apply: acres or square feet.