



PLANNING & CODES ADMINISTRATION

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BOARD OF ARCHITECTURAL REVIEW
NOTICE OF APPEALS FOR A VARIANCE

Please complete in ink and return to the Planning and Codes Administration Department with required attachments information, and filing fee. Variance applications require a current survey of the property, a filing fee of \$100 and a designation of agent if owner is not the applicant. Both sides of this application must be completed; incomplete applications will not be accepted.

File no.: AR ___-___ PIN: _____ Date submitted: / / Board meeting date: / /

OWNER(S) INFORMATION

Last name: First: Middle: Interest [] Sole owner [] Co-owner
Mailing address: City: State: ZIP Code:
Daytime phone no.: Fax no.: E-mail:
() ()

APPLICANT INFORMATION

To be completed only if Owner is not Applicant:

Applicant's last name: First: Middle:
Mailing address: City: State: ZIP Code:
Daytime phone no.: Fax no.: E-mail:
() ()

PROPERTY INFORMATION

Property address: Property dimensions: Property area: Zoning district:
_____ acres _____

DESIGNATION OF AGENT

To be completed by Owner(s) only if Owner is not Applicant:

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request for a variance.

Owner name Owner signature Date
Owner name Owner signature Date

To be completed by Applicant:

I certify that the information in this request is correct.

Applicant name Applicant signature Date

REQUIRED INFORMATION

1. Request for variance

Applicant hereby appeals to the Board of Architectural Review for a variance from the architectural standard(s) for the property described on this application from the following provisions of Section(s):

So that the appropriate permit may be issued to allow the use of the property in a manner shown on the attached survey with supporting documents and described as follows:

For which a permit has been denied by a zoning official on the grounds that the proposal would be in violation of the cited section(s) of the Architectural Standards.

2. Justification for variance

The application of the ordinance will result in:

- a. There are extraordinary and exceptional conditions pertaining to the particular piece of property or the design proposal as follows:

- b. These conditions do not generally apply to other properties in the vicinity as follows:

- c. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property as follows:

- d. The authorization of the variance will not be of substantial detriment to adjacent properties or the public good, and the granting of the variance will not harm the character of the district as follows:

- e. The alternative site planning and building design approach meet the same design objectives as follows:

3. Documents provided

The following documents with a sealed survey are submitted to support this appeal: