



City of Richmond Planning & Zoning

239 West Main Street
Richmond, KY 40475
859-623-1000

Written Variance &/or Waiver Request

Fee: _____

Variance Request: Dimensional requests only. (KRS 100.243)

Waiver Request: To seek relief from the requirements and regulations of the Development Ordinance.

Request Information. (One request per sheet) Variance Waiver

Site address: _____ Date: _____

Plat/Project Name: _____

Applicant/Owner Name: _____ Phone #: _____

Request: (See Special Note*) _____

Findings Necessary for Granting Request:

Attachments: Yes No

1. Explain why the request will not adversely affect the public health, safety & welfare: _____

2. Explain why the request will not alter the essential character of the general vicinity: _____

3. Explain why the request will not cause a hazard or nuisance to the public: _____

4. Explain why the request will not result in an unreasonable circumvention of the requirements of the regulations in question: _____

Findings for Request Approval: (KRS 100.243)

- A) **The request arises from special circumstances which do not generally apply to land in the general vicinity or in the same zone.**
- B) **The strict application of the provisions of the regulation would deprive the applicant of the reasonable use of land or would create an unnecessary hardship on the applicant.**
- C) **The circumstance is not the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought.**

Conditions for Request Denial: (KRS 100.243)

The Board shall deny any request for a request arising from circumstances that are a result of willful violations of the zoning regulations by the applicant subsequent to the adoption of the zoning regulation from which relief is sought. (P&Z Board see also section 502.1 item 8 of Development Ordinance.)

The request cannot contradict zoning regulation KRS 100.247 below.

The Board shall not possess the power to grant a request to permit a use of any land, building or structure which is not permitted by the zoning regulation in the zone in question or to alter the density requirements in the zone in question.

FOR OFFICIAL USE ONLY	
Date Approved/Denied: _____	Recorded: _____
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Board Chairperson: _____	

Motion: _____

Special Note*

Supply with request the following:

- Development Ordinance and/or other City Manuals section that relief is being sought from and why.
- Drawings that illustrate the nature of the request and how it compares to the requirements of the Development Ordinance and/or other City Manuals.
- Any additional supporting documents pertaining to said request. (existing restrictions, conditional uses, variances, pictures & etc.)
- Approval of Utilities and First Responders. No request shall be granted that adversely effects a Utility provider or First Responder unless approval has been supplied with this request.