

**TOWN OF ALEXANDRIA  
VARIANCE REQUEST FORM**

1. In order to be placed on the Alexandria Zoning and Planning Commission's agenda, this form must be filled out and turned in at least fifteen days prior to the planning commission's meeting date.
2. Variance Process (an average two month process):
  - A) Completed application including Plat
  - B) Planning commission reviews the request and makes a recommendation to Alexandria Mayor and Board of Aldermen.
  - C) The Mayor and Board of Aldermen review the request as a Motion for Variance.
    - (1) There must be a public hearing held with notice given in a local circulation newspaper at least 10 days prior to the hearing.
4. If the variance request passes, the variance is held open for one year from approval to allow completion of the project. If not used or needed during that time, the variance then expires.

**PROPERTY OWNER:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

**REPRESENTATIVE/DEVELOPER (if different from property owner):**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

**PROPERTY DESCRIPTION & LOCATION:**

PROPERTY ADDRESS: \_\_\_\_\_

TAX MAP IDENTIFICATION: MAP #: \_\_\_\_\_ GROUP # \_\_\_\_\_ PARCEL # \_\_\_\_\_

SIZE OF PROPERTY (Acreage or square feet): \_\_\_\_\_

**PREMISES LOCATION** (Describe by street address & directional location description, e.g. 200 Johnson Street, North side of Johnson Street, 100 feet east of Brown Street):

\_\_\_\_\_

\_\_\_\_\_

