

Board of Adjustment Application Submission Requirements

1. **COMPLETED APPLICATION** and **FY26-27 application fee \$476.00 Residential or \$952.00 Non-Residential**, payable by cash, check, or credit card. Checks are made payable to Planning and Development Services, or PDS. Application fees go to the legally required costs associated with application and are nonrefundable based on the outcome of the hearing.
2. **SITE PLAN** showing the following:
- The location of existing structure(s) and any proposed structure(s) or addition(s).
 - The setbacks, or distances, from all property lines from the corresponding façade of any existing or proposed structures
 - The dimensions (length, width, height) of existing and proposed structures
 - Renderings or elevations of existing or proposed structures (**optional**).
 - If LARGER than 11x17** the applicant must provide the following:
 - 8 copies of the site plan(s)
 - 1 electronic copy of the site plan(s) **Can be emailed**
3. **SUBMISSION LETTER** providing an overview of the project detailing:
- What is being proposed;
 - Specific details (where applicable), such as hours of operation, total staff, number of clients, number of off-street parking spaces to be provided, etc.
 - Reason for the submitted request

****SAMPLE LANGUAGE FOR SUBMISSION LETTER****

Part I - Introduction to the project (who, what, when, and where)

Part II – (Why) Reasons the submitted request should be granted. This language should be oriented toward the finding of facts required to approve Board of Adjustments requests found on Page 3 of the application. Be sure to orient this language to those finding of facts required for your specific request (E.g. if you are applying for a variance, the finding of facts should be oriented towards those corresponding to variance requests and not a conditional use or change of nonconforming use).

The submission letter does not need to be overly complicated but merely state the pertinent information to your request(s).

4. **Copy of the Deed** to the property (this information can be obtained from the county clerk's office or from kcor.org. The PIDN# for the property can be found at linkgis.org).
5. **Name and Address of the Property Owners** located adjacent to the property (**APPLICABLE ONLY to Conditional Use Permit Applications**). This information can be obtained from the **Property Valuation Administration (PVA)** at their office or on the web at <http://www.kentonpva.com/>.
6. **Petition or letter** signed by surrounding property owners, especially those most impacted by the submitted request(s) (**OPTIONAL**)