



City of Spartanburg Planning Department  
Variance Supplemental Application Form

Post Office Box 1749  
Spartanburg, SC 29304

Phone: 864.596.2068  
Fax: 864.596.2360

Name of Development \_\_\_\_\_

Section Number(s) of the Ordinance from which a Variance(s) is requested \_\_\_\_\_

Describe completely and specifically the requested Variance \_\_\_\_\_

Explain briefly why the Variance is requested \_\_\_\_\_

**ALL OF THE FOLLOWING ITEMS MUST BE ATTACHED** in order for this application to be complete.

- A typed narrative that explains **How** and **Why** the requested Variance meets **All** of the criteria of the Zoning Ordinance Section 603.3 (A) (2), (see attached copy). Criteria for Approval of Variances.
- Notarized written certification, signed by the owner(s) of record of the property, that the owner(s) consent to the request for a Variance. Certification is not necessary if the owner is the applicant.
- A sealed site plan to scale that clearly illustrates the requested Variance in relation to the affected site and to the surrounding parcels and uses. A reproducible copy of this plan, no larger than 11" x 17", must be submitted. In addition, please include a CD with the plan in PDF format.
- Filing Fee- \$50.00

**For Official Use Only**

Date Received \_\_\_\_\_ Time \_\_\_\_\_

Accepted by \_\_\_\_\_ Master Tracking Number \_\_\_\_\_



