



Town of Chevy Chase
 4301 Willow Lane
 Chevy Chase, MD 20815

301-654-7144 (phone)
 301-718-9631 (fax)
townoffice@townofchevychase.org

Town Variance No.: _____

Application for a Variance from the Town of Chevy Chase Building Ordinance

Please ensure that you submit a complete application, as incomplete applications will not be reviewed. If you have any questions about the variance process, please call the Town Office at 301-654-7144.

Street Address: _____ Date: _____

Request For:

- Administrative Variance (New and Replacement Front Yard Retaining Walls, and Replacement Fences Only)
- Public Hearing (application must be submitted to the Town 15 days prior to the public hearing)
 Requested Hearing Date (usually 2nd Wednesday of each month): _____

Applicant Information:

Name _____			Phone _____
Address _____			Cellular Phone _____
City _____	State _____	Zip _____	E-Mail _____

Reason for Denial of Permit: _____

Describe Variance Request: _____

<p>Submittal Requirements</p> <ul style="list-style-type: none"> — Completed Town of Chevy Chase Variance Application. — Copy of Denied Town of Chevy Chase Building Permit Application. — \$200 Variance Application Fee. — For all building variance requests, including projections, a boundary survey with a margin of error of one (1) inch or less is required. — Surveys, plats or other accurate drawings showing boundaries, dimensions, area, topography and frontage of the property involved, as well as the location and dimensions of all structures existing and proposed to be erected, and the distances of such structures from the nearest property lines. — Plans, architectural drawings, photographs, elevations, specifications or other detailed information depicting fully the exterior appearance of existing and proposed construction involved in the petition. — All additional exhibits to be introduced at the public hearing.
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Affidavit

Unless I am applying for an administrative variance, I hereby understand that I or an authorized representative will appear at the scheduled variance hearing as noted above. I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the permit application are true and correct to the best of my knowledge, information and belief.

Applicant's Signature _____ Print Name _____ Date _____

This variance is requested because the property (please check all that apply):

- is exceptionally narrow.
- is exceptionally shallow.
- is unusually shaped.
- has unusual topographical features.
- has other extraordinary situations or conditions.

Please describe the condition(s) checked above:

This variance is requested because conforming to the Town's Building Ordinance would (please check all that apply):

- be impossible.
- be impractical.
- cause peculiar or unusual practical difficulties.
- cause undue hardship.

Please describe the condition(s) checked above:

(You may attach additional pages as needed)

Will the approval of this variance be detrimental to the use and enjoyment of neighboring properties? _____

Is the request the minimum reasonably necessary to overcome the exceptional condition that is causing this hardship? _____

Does the request cause substantial impairment to the intent, purpose and integrity to the general plan of the Town? _____

In granting a variance, the Town Council may require such conditions, in lieu of full compliance, as will, in its judgment, secure substantially the objectives of the requirements so modified and protect the public interest.

Any party aggrieved by the decision of the Town Council may appeal within thirty (30) days to the Circuit Court for Montgomery County and thereafter to the appellate courts of this state within the time and manner prescribed within the Maryland Rules of Procedure relating to administrative appeals.

Disposition of Variance (Town Office use only)

Variance: **Approved** **Denied** **Approved with Conditions**
See Written Opinion in file