



How to use Fillable PDF Forms

Before you begin, ensure that you have the most recent version of Adobe Acrobat Reader. You can download the most current for free by going to the Adobe Website.

- 1) Position your cursor in any field and begin typing. When you are finished, tab to the next field or reposition your cursor in another field.
- 2) To check a box, position your cursor over the square and click.
- 3) Be sure to print your form using the printer button on the Adobe Reader toolbar,

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City of Hamilton
REQUEST FOR ZONING VARIANCE
OR CONDITIONAL USE PERMIT

The definition of a variance as described by Ordinance is:
"Variances from the terms of these regulations shall be granted only if it is found that because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of these regulations deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classifications."

Property Information: Property Owner: _____
Property Address: _____
Phone Number: _____
Legal Description: _____
Block: _____ Lot: _____ Addition: _____
Zoning Description: _____

Owner information: Owner's Mailing Address (if different from above):
Mailing Address: _____

**** If you are representing the Property Owner(s), a letter signed by the Property Owner(s) authorizing you or your firm to represent them is required. ****

Applicant Information: (if different than property owner)
Name: _____
Mailing Address: _____
Relationship to Owner: _____
Proposed Use of Structure: _____

Saving Fillable Forms

The free Adobe Acrobat Reader allows you to view and print fillable PDF forms from our Website.

Adobe Acrobat Reader version 8 or higher allows your to save the completed PDF form on your computer for reference or to send it as an attachment to an email.

Downloading Fillable Forms

In order to download the form, click the down arrow located at the upper right hand corner of the screen when you have the PDF form open on your computer. **Important Note:** The online form will not save the information you have entered. You can only save the information if you have downloaded the form to your computer. If you fill out the form online, you will be able to print the form with the information you have entered, but when you close the form your information will not be saved.

If you have problems with Acrobat Reader, go online to Adobe Reader Support.

If you have problems with one of the forms on our website,
please email deputyclerk@cityofhamilton.net