

**BEFORE THE PLANNING AND ZONING COMMISSION  
OF THE CITY OF HARVARD  
ZONING PETITION**

**1. PETITIONER AND OWNER INFORMATION**

Petitioner's Name:

(insert attachment for multiple petitioners)

Property Address:

(Location of property subject to this petition)

Mailing Address (if different):

Petitioner's Daytime Phone:

Petitioner's Email:

Petitioners Signature

Date

Are you the legal owner of the property?      YES      NO

If not, state the owner's name, address and phone number and submit his/her signature here or in a letter of authorization.

Owner's Name:

(insert attachment for multiple owners)

Owner's Address:

Owner's Daytime Phone:

Owner's Email:

Owner's Signature

Date

Letter of Authorization Attached

**2. PROPERTY DESCRIPTION**

Legal Description of the property (provide in word format)

Property Index Number (PIN)

Present Use:

Property is currently zoned                      use district

### **3. DESCRIPTION OF REQUEST**

Application for:

Variation

Petitioner requests a variation pursuant to Section 14.4 of the Harvard Unified Development Ordinance for a variation from section (insert a detailed summary)

Conditional use

This is a Petition for Conditional Use pursuant to Section 14.3 of the Harvard Unified Development Ordinance. (insert a detailed summary)

This is a Petition for an appeal of a decision of the Zoning Officer pursuant to Section 14.9 of the Harvard Unified Development Ordinance. Petitioner requests that the decision be overturned based on the following reasons: (insert a detailed summary)

This is a Petition for an amendment to the regulations imposed, or the districts created pursuant to Section 14.2 of the Harvard Unified Development Ordinance

Petitioner requests that the property be re-classified to Use District  
or  
Petitioner requests that Section of the Harvard Unified Development Ordinance  
be amended by: (insert a detailed summary)

Briefly describe the request:

### **4. CHECKLIST OF COMPLETE SUBMITTALS**

Please check off those attachments being submitted with this application.

#### Required Submittals

Filing Fee, per the Community Development Department  
Evidence of Ownership (tax bill)  
Plans

Site Plan, showing lot dimensions, existing and proposed structures, existing and proposed setbacks, distances to structures on adjoining lots, and a north arrow.

Floor plans to accurate scale with all dimensions indicated.

Elevations drawn to accurate scale with all dimensions indicated.

Plat of Survey

Provide property legal description in word format