

# Variance Application



## A. Application Requirements

All required items must be complete before an application can be placed on the agenda.

1. <input type="checkbox"/> Completed Variance Application ( <i>attached</i> )
2. <input type="checkbox"/> Proposed site and building plan ( <i>3 copies</i> ) <ul style="list-style-type: none"> <li>a) Accurate <b>legal description</b> of property required.</li> <li>b) <b>Title Block</b> with name and address.</li> <li>c) Show <b>property lines, location of all structures, setbacks, lot dimensions</b> and <b>North Arrow</b>.</li> <li>d) Elevations should show <b>building dimensions</b> and <b>height</b>.</li> <li>e) <b>Scale</b> must be appropriate ( 1 inch = 10 feet or 1 inch = 20 feet is preferred in most cases)</li> <li>f) Plans must be able to be photocopied</li> </ul>
3. <input type="checkbox"/> Accurate certificate of survey. ( <i>3 copies</i> )
4. <input type="checkbox"/> Evidence of ownership or letter of concurrence from property owner if applicant is not the owner
5. <input type="checkbox"/> Evidence that there are no delinquent property taxes, special assessments, penalties, interest and/or municipal utility fees due on the property ( <i>City staff to verify</i> )
6. <input type="checkbox"/> Optional - Petition of adjacent property owners ( <i>form attached</i> )
7. <input type="checkbox"/> Application fee
8. <input type="checkbox"/> Project narrative. ( <i>to be completed on page 4</i> ) <ul style="list-style-type: none"> <li>a. Describe why the variance is required.</li> <li>b. Explain the practical difficulty which denies reasonable use of the property.</li> <li>c. Explain any unusual or unique circumstances relating to the property that are beyond your control.</li> <li>d. Explain if the variance will have an adverse impact on the surrounding properties or alter the character of the neighborhood.</li> <li>e. Explain how the variance consistent from the purpose and intent of the Zoning Ordinance that a variance is being requested from.</li> </ul>

- ◆ The City reserves the right to require additional plans or information as necessary.
- ◆ Submittal of an application grants the City permission to inspect and photograph the property.

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## B. Application Information

Street Address of Subject Property: \_\_\_\_\_

Legal Description of Subject Property: \_\_\_\_\_

Applicant/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

### Application For:

Variance: \_\_\_\_\_ Appeal: \_\_\_\_\_

### Brief Description of Request:

\_\_\_\_\_

### OFFICE USE ONLY:

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

	Complete	Incomplete	Staff Initials	Date
1. Application Requirements	_____	_____	_____	_____
2. Administrative Review	_____	_____	_____	_____
3. Any Additional Requirements	_____	_____	_____	_____
4. Non-refundable Filing Fee	_____	_____	_____	_____
Amount: _____				
5. 15-day notice of completeness deadline: _____		60-day deadline: _____		
Notice of extension mailed: _____		120-day deadline: _____		

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## Provide the Following Information on the Requested Variance:

1. What is the variance being requested? Describe why the proposal requires a variance.

[Click here to enter text.](#)

2. Answer the following four questions as they apply to your request.

a) Is there a practical difficulty present which denies a reasonable use of the property? (Explain)

[Click here to enter text.](#)

b) Are there any unusual or unique circumstances relating to the property or building which are beyond your control? (Explain)

[Click here to enter text.](#)

c) Will the variance, if granted, result in an adverse impact on surrounding properties or alter the character of the building or neighborhood? (Explain)

[Click here to enter text.](#)

d) Is the variance consistent with the purpose and intent of the rule from which a variance is being requested? (Explain)

[Click here to enter text.](#)

