

APPLICATION FOR REQUESTED ACTION
Variance

Planning Case # _____
Filing Fee _____
Hearing Date _____

APPLICANT _____ E-MAIL _____

PHONE _____ (H) _____ (W) _____ (FAX)

ADDRESS _____

DEVELOPER (if other than applicant) _____

PHONE _____ (H) _____ (W) _____ (FAX)

ADDRESS _____

ADDRESS OF PROPERTY _____

LEGAL DESCRIPTION _____

ACREAGE/SIZE OF PROPERTY _____

CURRENT ZONING _____

EXISTING USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____

(Including number of units per acre and types of uses if mixed use)

IDENTIFY ALL ADJACENT LAND USES _____

SIGNATURE OF APPLICANT _____ **DATE** _____

(Must submit proof of property control)

**PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM
AND THE ATTACHED CHECKLIST.**

VARIANCE
Required Submittals

◆ **Site plan**

- Drawn to scale, with scale noted
- Date and North arrow
- Boundaries and dimensions shown graphically
- Location of any streets, public trails, railroads, or waterways
- Location of existing and proposed structures, with distance from property lines noted
- Location and dimensions of existing and proposed off-street parking and loading spaces, with distance from property lines noted (when applicable)

◆ **Required supplemental information**

- Written summary stating the specific variation requested, giving distances as needed
- Written summary stating exceptional conditions/peculiar difficulties which make the variance necessary
- Written statement as to why you feel a variance should be granted
- Other information as required

◆ **Filing fee**

SIGNATURE OF APPLICANT _____ **DATE** _____

Planning Case # _____

Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?

Yes () No () Why or why not?

2. In your opinion, is the variance consistent with the comprehensive plan?

Yes () No () Why or why not?

3. In your opinion, does the proposal put property to use in a reasonable manner?

Yes () No () Why or why not?

4. In your opinion, are there circumstances unique to the property?

Yes () No () Why or why not?

5. In your opinion, will the variance maintain the essential character of the neighborhood?

Yes () No () Why or why not?

6. In your opinion, is the variance requested the minimum variance which would alleviate the practical difficulty?

Yes () No () Why or why not?

7. In your opinion, do the economic conditions alone constitute the practical difficulty?

Yes () No () Why or why not?

The City Council must make an affirmative finding on all of the seven criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant's Signature:

Date:
