



OFFICE
USE
ONLY

VARIANCE REQUEST APPLICATION

(Applications are due by 12pm the Wednesday prior to the Planning & Zoning Meeting)

APPLICANT / AGENT* _____ PHONE NUMBER _____

MAILING ADDRESS _____

E-MAIL _____ FAX _____

OWNER _____ PHONE NUMBER _____

MAILING ADDRESS _____

E-MAIL _____ FAX _____

***All City correspondence will be with the applicant/agent only**

LOT INFORMATION

PARCEL ID # _____ TAX ID # _____

PROPERTY ADDRESS _____

LEGAL DESCRIPTION _____

LOT _____ BLOCK _____ SUBDIVISION _____

SECTION _____ TOWNSHIP _____ RANGE _____ ACRES _____

CURRENT ZONING _____

VARIANCE INFORMATION

Please read the variance review criteria on the following page, before you complete the description and justification information below. Each request for a variance shall be consistent with the adopted variance review criteria.

DESCRIPTION OF REQUESTED VARIANCE _____

JUSTIFICATION OF REQUESTED VARIANCE _____

VARIANCE REVIEW CRITERIA

107.7.3 Variance review criteria. The board of adjustment shall be permitted to approve, approve with conditions or deny a request for a variance. Each request for a variance shall be consistent with the following criteria:

- 1. Limitations on the use of the property due to physical, topographical and geologic features.
- 2. The grant of the variance will not grant any special privilege to the property owner.
- 3. The applicant can demonstrate that without a variance there can be no reasonable use of the property.
- 4. The grant of the variance is not based solely on economic reasons.
- 5. The necessity for the variance was not created by the property owner.
- 6. The variance requested is the minimum variance necessary to allow reasonable use of the property.
- 7. The grant of the variance will not be injurious to the public health, safety or welfare.
- 8. The property subject to the variance request possesses one or more unique characteristics generally not applicable to similarly situated properties.

107.8 Use variance. The board of adjustment shall not grant a variance to allow the establishment of a use in a zoning district when such use is prohibited by the provisions of this code.

107.9 Decisions. The board shall be permitted to decide in any manner it sees fit; however, it shall not have the authority to alter or change this code or zoning map or allow as a use that which would be inconsistent with the requirements of this code, provided, however, that in interpreting and applying the provisions of this code, the requirements shall be deemed to be the spirit and intent of the code and do not constitute the granting of a special privilege.

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. THE GRANTING OF THIS PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE OR LOCAL LAW.

Signature of Applicant / Agent

Date

Signature of Owner

Date

OFFICE USE ONLY BELOW THIS LINE

APPLICATION REVIEW

- Application Complete
- Fees Paid
- Submit to the Planning & Zoning Commission for consideration and recommendation
- Set hearing date with City Council
- Mail certified letters to neighboring property owners within 150 feet, 10 days prior to hearing date
- Conduct hearing with City Council
- Scan documents to address file

PLANNING & ZONING COMMISSION Meeting Date _____ Action _____

Notes: _____

CITY COUNCIL Meeting Date _____ Action _____

Notes: _____

Application Fee \$ _____ Date Paid _____ Cash/MO#/Check# _____ Receipt # _____