Zoning Variance Checklist

A variance is a discretionary waiver from certain zoning requirements that allow property owners to vary or modify standards of the ordinance. A zoning variance provides an exemption from the strict application of area, height, dimension, distance, parking or setback requirements. Variances are granted only in situations where there are unique circumstances in connection with the subject property. Self-created, personal or economically based hardships are not grounds for granting a variance. It is the burden of the applicant to prove the following legal hardships exist.

Instructions

Applications for a variance must include the following:

- ☐ Completed Development Department application
- ☐ If the applicant is other than the property owner, a letter from the property owner is required, stating that he/she is aware of request of the zoning variance being requested and that the applicant may act as his/her agent.
- ☐ Written statement shall be provided justifying the scope of the request and addressing the criteria for granting a variance:
  - a. There exists a special circumstance(s) applicable to the property, including its exceptionally irregular size
  - b. Shape, too narrow, too shallow or steep
  - c. Other exceptional physical conditions whereby the strict application of the zoning ordinance requirements would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of his land or building.
- ☐ (1) copy of an accurate site plan showing:
  - a) The location of any buildings on the property in relation to property lines and other buildings.
  - b) Adjoining property, abutting streets and alleys, and a north directional arrow should also be indicated
  - c) Property dimensions and site conditions
  - d) Parking spaces
  - e) Height

FAILURE TO ADEQUATELY PROVIDE REQUESTED INFORMATION OR FALSIFYING INFORMATION MAY RESULT IN A CONTINUANCE OR DENIAL OF YOUR CASE (ATTACH ADDITIONAL SHEET IF NECESSARY).

Applicant Signature: _____Date:_____

For Office Use Only

H.T.E. PROJECT# _____

Comments: _____

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Staff Signature: _____Date:_____

Hearing Date Assigned: ____

Form Revised October 2010