

VARIANCE APPLICATION CHECKLIST

The applicant shall submit the application and accompanying material. If the information does not appear on or accompany the application, the proposal may not be scheduled for the Commission meeting requested. All of the standards and findings of fact listed below must be true for a variance to be granted.

- The literal interpretation of the provisions of this Ordinance would cause undue hardship, deprive the applicant of rights commonly enjoyed by other properties in the same District under the terms of this Ordinance and leave the applicant with not reasonable use of the land, provided that the hardship shall not have been created by the applicant.
- The conditions causing the hardship are unique and are not shared by neighboring property in the same zoning district. Exceptional or extraordinary circumstances apply to the property which does not apply generally to other properties in the same zoning district and result from lot size or shape, topography, or other circumstances over which the owners of the property since enactment of this Ordinance had no control.
- The variance would be in keeping with the spirit and intent of the Ordinance, would be consistent with the Comprehensive Plan, and would not essentially alter the character of the neighborhood, or adversely affect the environmental equality of the area.
- The variance would not allow any use that is not permitted under the Ordinance for a property in the zoning district where the affected applicant's land is located.
- The granting of a variance will not impair an adequate supply of light and air to adjacent properties.
- The granting of a variance will not increase the congestion in the public rights-of-way.
- The granting of a variance will not increase the danger of fire or endanger the public safety.

CHECKLIST

- 9 copies of a plot survey/sketch/site plan, drawn to scale, showing the lot or lots included in the application, showing all structures, giving all appropriate dimensions, utility easements, and any other information as necessary to review the actual request
- Statements from the adjacent property owners explaining the variance being requested and that they have no problem with the proposed variance.
- A statement justifying and explaining why this variance is being requested.
- The applicant (or their representative) is required to appear.

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Planning Commission or presented at their meeting shall become the property of the City and part of the permanent record of any approval.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE CITY ZONING OFFICIAL AT (320) 629-2575.