



VARIANCE APPLICATION

CASE# _____

<p>Legal Owner / Agent: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____</p> <p>Contact Person: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____</p> <p>Signature of Owner/Owner's Representative: _____ Date: _____</p>	<p>DESCRIPTION OF VARIANCE REQUESTED:</p> <p>From what section of the Ordinance are you seeking relief (Article, section number, page number etc): _____ Variance Relief being requested: _____</p> <p>Existing Zoning: _____ Gross Acreage: _____ Existing Use: _____ Proposed Use: _____ Specific Location / Address: _____</p> <p>Staff Comments will be returned to the applicant (Contact Person) at the time of the review meeting setup by staff and/or by E-mail.</p>
<p><u>ALL SUBMITTALS MUST IUNCLUDE THE FOLLOWING:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Narrative including Relief requested and the Justification for the Variance per Section 16-3-03 D. <input type="checkbox"/> Legal Description of Property and current Assessor's Parcel Number(s) <input type="checkbox"/> Owner Authorization Letter (if applicable) <input type="checkbox"/> Vicinity Map <input type="checkbox"/> 5 Copies of the Conceptual Site Plan (24"X 36", folded) showing (<i>note if submitted in conjunction with a Site Plan application the Site Plan may be submitted in lieu of the Conceptual Site Plan</i>): <ul style="list-style-type: none"> • Boundary line of Real Property with dimensions • Location, identification and dimension of existing and proposed: <ul style="list-style-type: none"> ○ Adjacent streets, driveways, sidewalks & bikeways ○ On-site streets, driveways, sidewalks, loading areas, bikeways, fences, refuse collection, utilities, utility easements setbacks and parking facilities ○ Conceptual buildings and structures <input type="checkbox"/> ALTA Survey (no older than 90 days) if the request is related to the land <input type="checkbox"/> A Map showing; a list of Names and Addresses, and mailing labels; for all property owners within 200 ft of the exterior boundaries of the property in accordance with Section 16-3-03 C. 	<p>Date of Pre-Application Meeting: _____</p> <p>Name of Planner: _____</p> <p>Fees: \$400.00 per Variance</p> <p>Total: _____</p> <p><input type="checkbox"/> Fee Paid</p> <p>Check Number: _____</p> <p>Received By: _____</p>