



VARIANCE APPLICATION

CASE# _____

Legal Owner / Agent: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Signature of Owner/Owner's
Representative: _____ Date: _____

ALL SUBMITTALS MUST INCLUDE THE FOLLOWING:

- ☐ Narrative including Relief requested and the Justification for the Variance per Section 16-3-03 D.
- ☐ Legal Description of Property and current Assessor's Parcel Number(s)
- ☐ Owner Authorization Letter (if applicable)
- ☐ Vicinity Map
- ☐ 5 Copies of the Conceptual Site Plan (24"X 36", folded) showing (*note if submitted in conjunction with a Site Plan application the Site Plan may be submitted in lieu of the Conceptual Site Plan*):
 - Boundary line of Real Property with dimensions
 - Location, identification and dimension of existing and proposed:
 - 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
- ☐ ALTA Survey (no older than 90 days) if the request is related to the land
- ☐ 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.

DESCRIPTION OF VARIANCE REQUESTED:

From what section of the Ordinance are you seeking relief (Article, section number, page number etc): _____

Variance Relief being requested: _____

Existing Zoning: _____ Gross Acreage: _____

Existing Use: _____

Proposed Use: _____

Specific Location / Address: _____

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.

Date of Pre-Application Meeting: _____

Name of Planner: _____

Fees: \$400.00 per Variance

Total: _____

☐ Fee Paid

Check Number: _____

Received By: _____