

VARIANCE CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT

DATE SUBMITTED:	APPLICANT NAME:
PROJECT NAME:	PROJECT SITE:
CASE NO.:	FEES PAID:

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions or need assistance, contact the Community Development Department.

- Completed & signed *general application form*

- All *applicable fees* (minimum fee is \$500 and based on actual time and materials)

- Three (3) sets of mailing labels* of all property owners within 300-feet of the project's site boundary. The names and addresses of owners are those listed on the most current county equalized assessment roll or available from a title insurance company.

- Complete Project Description

- Complete, *detailed plans of variance*:
 - Drawn to scale (1" = 20' unless another is approved by planning staff.)
 - Showing scale, north arrow, and date.
 - Clearly showing proposed uses and any changes to the property and buildings.
 - Showing entire property, including property lines, adjacent right-of-ways, and ingress and egress of property.

- Provide evidence showing:
 - Special circumstances applicable to proposal site which distinguish it from nearby properties with same zoning
 - Circumstances create unnecessary hardship unique to involved property which would deprive it of privileges enjoyed by nearby properties with same zoning
 - The use for which the variance is proposed is already allowed in that zone
 - The proposed conditions of approval are related to and proportional to the impacts caused by the used proposed by the variance
 - The proposed conditions of approval ensure that the variance will not be a grant of special privileges

- Complete the following *statements*:
 - Are there special circumstances applicable to the proposal site, which distinguish it from nearby properties with the same zoning? If yes, identify the issues. In particular, identify the following issues, *size, shape, topography, location, surroundings*.

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- Do the above circumstances create an “unnecessary hardship” unique to the involved property, which would deprive it of privileges, enjoyed by nearby properties with the same zoning? If yes, explain. _____

- Is the use for which the variance is proposed already allowed in the zone? If yes, cite the applicable code section.

Please note that the above information is needed to find the application complete. However, additional information (e.g., environmental studies) may be required after the application is found complete.