

Planning Department

Variance Checklist

☐ **Voluntary Pre-Application Review Per Section 9.1-3 B.**

Prior to submitting a complete application to the Planning Division, applicants are encouraged to do the following:

- ☐ Meet with a Planning Division staff person to review the proposed variance application. This meeting provides a screening process to identify and resolve potential issues before the application is submitted. Upon review, the staff person will either recommend further pre-application review with the Development Review Team or formal submittal of the variance application.
- ☐ Meet with the Development Review Team to solicit City input beyond the Planning Division. City staff will schedule the Development Review Team meeting and invite all participants.

☐ **General floor plans of all proposed buildings and structures, if any.**

☐ **Drainage plan of the proposed site, if applicable.**

☐ **Site Plan**, detailing the following (where applicable):

- ☐ A scaled plan, with north arrow indicated, of the proposed site showing all site dimensions.
- ☐ All types of proposed uses.
- ☐ Location of all existing and proposed buildings and structures on the proposed site.

☐ **Letter of Intent**, including the following:

- ☐ The purpose for the request.
- ☐ The variance type you are requesting (See Variance Types Allowed - Section 9.1-3 A. on the next page).
- ☐ All applicable approval criteria that apply to the variance request (See Variance Criteria - Section 9.1-3 G. on the next page. Explain all that apply).

☐ **Completed Application Form**, signed by the property owner(s).

☐ **Application Fee and Review Fee**, as listed on application cover sheet.

*Application forms are available at the Planning Division or on the City's website.

A Letter of Intent MUST address the information on the next page or will be considered incomplete.

Variance Types Allowed

Per Section 9.1-3 A.

The Planning Commission is authorized to grant variances from the following standards contained in this Ordinance:

- ☐ Zoning District Dimensional Standards.
- ☐ Parking and Loading Standards.
- ☐ Sign Area.
- ☐ Sign Height.
- ☐ Fence Standards.

Note: A variance request must be based on at least one of the five standards above.

Variance Criteria

Per Section 9.1-3 G.

A variance may not be approved unless the Planning Commission finds that the following criteria applicable to the variance request has been satisfied:

- ☐ **Shape of Property.** The request arises from conditions of exceptional shallowness or shape of a specific piece of property.
- ☐ **Topography.** The request arises from exceptional topographic conditions.
- ☐ **Exceptional Practical Difficulties.** Without the variance reasonable use of the property is not possible.
- ☐ **Unique Hardship.** The strict application of the applicable standards will constitute an unreasonable hardship due to circumstances unique to the property not created by the landowner, not including economic or fiscal hardship.
- ☐ **Neighborhood.** The granting of the variance will not adversely affect the right of property owners in the surrounding neighborhood, or the character of the surrounding neighborhood.
- ☐ **Comprehensive Plan.** The granting of the variance will not be contrary to the Comprehensive Plan.

Note: A variance request must be based on at least one of the six criteria above.