

ZONING VARIANCE CHECKLIST



Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Zoning Variance (Page 1 of this Form)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- Variance Findings Response
- Variance Project Description

PROJECT PLAN SET COMPONENTS:

- Existing and Proposed Elevations
- Site Plan

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s). A Major Variance also requires payment of a Planning Commission Public Hearing fee.

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

ZONING VARIANCE INFORMATION & PROCESS

A Zoning Variance allows an exception from the development standards of the Zoning Code only when, because of special circumstances applicable to the property, including location, shape, size, surroundings, topography, or other conditions, the strict application of the Zoning Code denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts.

The intent of a Zoning Variance is to allow relief, in certain situations, from the strict application of the regulations identified within the Zoning Code only by reason of:

1. The exceptional narrowness, shallowness, or the unusual shape of a structure or parcel of property;
2. The exceptional topographic conditions or other extraordinary situation of the structure or parcel;
or
3. The lawful use or development of property immediately adjoining the parcel in question.

The City's Planning Commission may approve, conditionally approve, or deny an application for a **Major Variance** during a public hearing. The Zoning Administrator may approve, conditionally approve, or deny an application for a **Minor Variance** during a public meeting.