

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:

1. 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.
2. 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.

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

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:

The purpose for the request;

The variance type you are requesting (See Section 9.1-3 A. on the next page for a list of allowable variances); and

All applicable approval criteria that apply to the variance request (See 9.1-3 G. on the next page of this checklist for a list of approval criteria. Explain all that apply.)

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

Application fee and review fee (as listed on application cover sheet).

PLEASE READ CAREFULLY. A LETTER OF INTENT MUST ADDRESS THE FOLLOWING INFORMATION OR WILL BE CONSIDERED INCOMPLETE.

Per Section 9.1-3 A. Types of Variances Allowed

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

1. Zoning district dimensional standards.
2. Parking and loading standards.
3. Sign area.
4. Sign height.
5. Fence standards.

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

Per Section 9.1-3 G. Criteria

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

1. **Shape of Property.** The request arises from conditions of exceptional shallowness or shape of a specific piece of property.
2. **Topography.** The request arises from exceptional topographic conditions.
3. **Exceptional Practical Difficulties.** Without the variance reasonable use of the property is not possible.
4. **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.
5. **Neighborhood.** The granting of the variance will not adversely affect the rights of property owners in the surrounding neighborhood, or the character of the surrounding neighborhood.
6. **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.