



# VARIANCE & ADJUSTMENT APPLICATION

OFFICIAL USE ONLY

DATE RECEIVED: \_\_\_\_\_

PLANNING FILE #: \_\_\_\_\_

APPLICATION COMPLETE: \_\_\_\_\_

**Permit Number:**

<b>I. SITE INFORMATION</b>	
Legal Owner of Record:	
Street Address:	
Map Number / Tax Lot(s):	/ Zoning:

<b>II. APPLICATION TYPE</b>	
<input type="checkbox"/> Variance	<input type="checkbox"/> Adjustment
Brief description of request:	

<b>III. APPROVAL CRITERIA</b>	
<u>Adjustment Criteria</u> <ol style="list-style-type: none"> <li>The Adjustment allows for a building plan that is more compatible with adjacent land uses, or it does not create a conflict with adjacent uses;</li> <li>The Adjustment is necessary to allow for normal interior building functions, such as mechanical equipment/utility closets, heating and ventilation systems, restrooms, stockrooms, shelving, and similar interior building functions;</li> <li>Approval of the Adjustment does not create (a) violation(s) of any other adopted ordinance or code standard, and does not create the need for a Variance;</li> <li>An application for an Adjustment is limited to one lot per application;</li> <li>Requests for more than one Adjustment on the same lot shall be consolidated on one application and reviewed concurrently by the City;</li> <li>Not more than three Adjustments may be approved for one lot or parcel in a continuous 12-month period; and</li> <li>All applicable building code requirements and engineering design standards shall be met.</li> </ol>	<u>Variance Criteria</u> <ol style="list-style-type: none"> <li>The Variance is necessary because the subject Code provision does not account for special or unique physical circumstances of the subject site, existing development patterns, or adjacent land uses. A legal lot determination may be sufficient evidence of a hardship for purposes of approving a variance;</li> <li>The Variance is the minimum necessary to address the special or unique physical circumstances related to the subject site;</li> <li>The need for the Variance is not self-imposed by the applicant or property owner. (For example, the Variance request does not arise as a result of a property line adjustment or land division approval previously granted to the applicant);</li> <li>The Variance does not conflict with other applicable City policies or other applicable regulations;</li> <li>The Variance will result in no foreseeable harm to adjacent property owners or the public; and</li> <li>All applicable building code requirements and engineering design standards shall be met.</li> </ol>

<b>IV. REQUIRED ATTACHMENTS</b> – plans must be drawn to-scale on 11x17 paper	
<input type="checkbox"/> Land Use Application <input type="checkbox"/> Property deed <input type="checkbox"/> Preliminary Title Report	<input type="checkbox"/> Site Plan <input type="checkbox"/> Written Findings addressing criteria <input type="checkbox"/> Required Fee

Signature of Approval