



Application Submission Meeting City Variance Checklist

If the application is unacceptable, you will be notified as to what changes need to be made. Incomplete and/or unacceptable applications may delay the review process by four weeks or longer.

Item	Location:	Staff X	Applicant X
1.	Application completed and signed and uploaded		
2.	Location /legal description verified by Staff		
3.	Prepare a writtent statement to answer the following questions: <ul style="list-style-type: none"> ✓ What are the special conditions that create a hardship with the land (not financial) ✓ How application of the code as written would deny you rights enjoyed by others in the same area ✓ How granting the requested variance is not a special privilege ✓ How granting the variance is in accordance with the Growth Policy Upload this document to the on-line application		
4.	Prepare a written statement about what is intended to be done with the property, including new construction or change in the use of the property, and why there is a need for the variance. Upload this document to the on-line application		
5.	Dimensioned site plan; one full size – not larger than 11 X 17, and one reduced. 1"= 40' Scale If applicable, site plan must include; <ul style="list-style-type: none"> A. North arrow. B. The locations and dimensions of all vehicular points of ingress and egress, drives, alleys, and off-street parking spaces. C. Illustrate lot size showing lot line dimensions. D. The locations and dimensions of all existing and proposed buildings, structures, and improvements including those to be removed. Please label all information. E. Show setbacks from all property lines for existing and proposed buildings. F. Show the centerline of major and minor arterial streets. G. Illustrate the square footage of existing and proposed buildings and structures. H. Names and locations of adjacent streets, alleys, properties, etc. I. Illustrate the height of any proposed structures. J. Other pertinent features. Upload this document to the on-line application		
6.	Digital photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property. All photos need to be uploaded to the on-line application		
7.	The scanned and uploaded radius map provided by Planning showing all property required to be notified by mail outside of the boundary of the subject property		
8.	The scanned and uploaded certified list of names and mailing addresses of the owners of all property shown within the radius on the map provide by Planning. This list of certified names and mailing addresses placed on the label template provided and uploaded to the on-line application.		
9.	Filing fee for application and postage fee as required (.40 cents per piece)		

Notes/Complete or additional needed:

Staff Review Date: _____ By: _____

Signature

Complete application received on: _____ Staff Initials: _____

