



## Application Submission Meeting County 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. Make sure your application is totally complete or your request will be delayed.

| <u>Item</u> | <u>Location:</u>  | <u>Staff X</u> | <u>Applicant X</u> |
|-------------|---|----------------|--------------------|
| 1.          | Application completed and signed and uploaded   |                |                    |
| 2.          | Location /legal description verified by Staff   |                |                    |
| 3.          | Prepare a written statement to answer the following questions:<br><ul style="list-style-type: none"><li>✓ What are the special conditions that create a hardship with the land (not financial)</li><li>✓ How application of the code as written would deny you rights enjoyed by others in the same area</li><li>✓ How granting the requested variance is not a special privilege</li><li>✓ How granting the variance is in accordance with the Growth Policy</li></ul> <p>Upload this document to the on-line application</p>  |                |                    |
| 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. <u>Upload this document to the on-line application</u>  |                |                    |
| 5.          | Dimensioned site plan; one full size – not larger than 11 X 17, and one reduced.<br>1" = 40' Scale<br>If applicable, site plan must include;<br><ol style="list-style-type: none"><li>A. North arrow.</li><li>B. The locations and dimensions of all vehicular points of ingress and egress, drives, alleys, and off-street parking spaces.</li><li>C. Illustrate lot size showing lot line dimensions.</li><li>D. The locations and dimensions of all existing and proposed buildings, structures, and improvements including those to be removed. Please label all information.</li><li>E. Show setbacks from all property lines for existing and proposed buildings.</li><li>F. Show the centerline of major and minor arterial streets.</li><li>G. Illustrate the square footage of existing and proposed buildings and structures.</li><li>H. Names and locations of adjacent streets, alleys, properties, etc.</li><li>I. Illustrate the height of any proposed structures.</li><li>J. Other pertinent features.</li></ol> <p>Upload this document to the on-line application</p> |                |                    |
| 6.          | Digital photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property.<br>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 provided by Planning.<br><br>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:

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Staff Review Date: \_\_\_\_\_ By: \_\_\_\_\_

Signature

Complete application received on: \_\_\_\_\_ Staff Initials: \_\_\_\_\_