



PLANNING &  
CODES

## Application for Zoning Variance

Explanation for variance request (please cite hardship or difficulty as described in the criteria for approval):

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Date Submitted: \_\_\_\_\_ Fee - \$400.00

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Record Owner of Property\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address or General Location: \_\_\_\_\_

Property ID(s): \_\_\_\_\_ Site Acreage: \_\_\_\_\_

Zoning: \_\_\_\_\_ Legal Description: \_\_\_\_\_

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\*\* See Next Page for Site Plan Requirements and the Criteria for Approval\*\*  
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Fee:	Received by:	Date:
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**\*Note: The Applicant must submit a signed "Letter of Authorization" from the owner, when submitting this application**

### **Criteria for Approval**

1. The variance requested arises from such condition which is unique to the property in question and which is not ordinarily shared by others in the same neighborhood or zoning district;
2. The particular physical surroundings, shape or topographical condition of the specific property involved would result in a practical difficulty or unnecessary hardship or inequity upon or for the owner or occupant, as distinguished from a mere inconvenience, if the provisions of the regulations were literally enforced;
3. The request for a variance is not based exclusively upon a desire from the owner, occupant, or applicant for increased financial gain from the property, or to reduce an existing financial hardship;
4. The granting of the variances will not be materially detrimental or injurious to, or adversely affect the rights of, owners or residents of surrounding properties;
5. The proposed variance will not impair an adequate supply of light or air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety, substantially diminish or impair property values within the neighborhood, or otherwise be opposed to the general spirit and intent of this Unified Development Code.

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### **Zoning Variance Site Plan Requirements**

The following information shall be shown on each site plan submitted to the Planning Department with an application for a Zoning Variance. One copy of the site plan shall be submitted initially with the application.

The general information and data listed below may not be applicable to all types of zoning variance. Please refer to the Unified Development Code, Section 2.7.1

1. The location of all property lines and lot dimensions.
2. The location of all setbacks according to zoning.
3. The location of all existing structures with a solid line and proposed structures in a dashed line. Include the dimensions of all structures, square footage and separation distances from the structures.
4. The location and label of all adjacent streets, alleys, and access easements, to include known utilities easements.
5. For signage, provide all details for signs.
6. The location of off-street parking areas.

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I, being the undersigned applicant, understand that all of the conditions, dimensions, building sizes, and/or parking areas depicted on the site plan shall be adhered to as amended and approved by City Council.

Signature of Applicant: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_