

VARIANCE APPLICATION
ADMINISTRATIVE PROCEDURES

Note: A variance is a modification of the requirements of the zoning ordinance as to lot or land parcel size, coverage, width, depth, and front, side, and rear yard setbacks, parking spaces, height of buildings or other ordinance provisions affecting the size or shape of a structure and the placement of a structure upon the lot or land parcel. A variance does not include a change or addition to the authorized land uses in a zoning district. The Planning & Zoning Board is convened as a Board of Adjustment.

APPLICANT:

- _____ Submits completed variance application on forms available at the Planning Department.

- _____ Submits filing fee. Applicant needs to be prepared to pay any additional fees which may occur related to special studies, administrative fees or data and information required during the process of the application.

- _____ Submits site and elevation plans drawn to scale showing details of the existing and proposed structures, fences, hard surfacing and all other information necessary to assure the fullest consideration of facts concerning the application. The topography of the land must be shown on the plans submitted.

- _____ Submits a copy of the list of neighboring property land owners within 300 feet to the P&Z office. This information is available at the court house in the assessors office.

- _____ Applicant will be placed on the next available Planning & Zoning agenda after the application and fee are received. All other pertinent information must be brought to the meeting in order to proceed.