



VARIANCE SUBMITTAL REQUIREMENTS

A variance may be granted by the Hearing Examiner if it can be shown that special **physical** circumstances affect a specific property in a manner which would make the strict application of zoning regulation unduly burdensome and would deprive the property of rights and privileges enjoyed by other properties in the same vicinity or zoning district.

**A variance may be granted only for physical or dimensional circumstances. In no event may a variance allow a use not permitted in zoning district in which the property is located.*

**That a property may be used more profitably shall not be a consideration in any review of a variance application.*

Submittal Requirements:

- Planning Permit Master Application form
- Certification and Transfer of Applicant Status form
- Four Copies** of a written request for a variance. Please provide a complete response to the following questions:
 - a. State the specific variance that is being requested and the purpose for which the variance is requested.
 - b. If granted would the requested variance result in the allowance of a use which is not classified as a primary, secondary or conditional use in the district wherein the use would be located?
 - c. Explain the special circumstances relating to the size, shape, topography, location or surroundings of the subject property, which necessitate a variance in order to provide it with use rights and privileges permitted to other properties in the vicinity and district in which subject property is located.
 - d. Explain why the special conditions and circumstances are not the result of the actions of the applicant.
 - e. Explain why the variance would not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and district in which the property is located.
 - f. Explain how the granting of the variance will not be materially detrimental to the public welfare or injurious to other land or improvements in the vicinity and district in which the property is situated.
 - g. Explain why this variance, if granted, would be the minimum variance necessary to make possible the reasonable use of the land.
 - h. Explain how the granting of the variance will be in harmony with the general purpose and intent of this title and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
- Four Copies** of a small-scale vicinity map.
- Four Copies** of a site plan of subject property in a scale of 1"=20'
- Permit Fee and Deposit