



VARIANCE FILING INSTRUCTIONS

PURPOSE:

Variances provide for the reduction, modification, or waiver of development standards (such as building setbacks) when there are special circumstances applicable to a property, including size, topography, and shape for which the application of the standards would deprive such property of privileges enjoyed by other property in the vicinity and same zone district. Variances cannot modify the types of uses permitted on a property.

Applicant: The following list includes all the items you must normally submit for a complete application. Certain items may not apply to your project. If you are unsure, ask Planning staff. If your application is incomplete, the application will be delayed.

ITEMS TO BE SUBMITTED:

- ☐ Completed Project Application form
- ☐ Five (5) folded* copies of the site plan (recommended 18" x 24"), drawn to scale, and one (1) 8½" x 11" reduction which includes:
 - ☐ Dimensioned property lines and all building setbacks
 - ☐ Existing and proposed buildings and improvements
 - ☐ All public and private easements
 - ☐ Identify area where variance is requested
- ☐ Applicant's Variance Justification Statement. Your application will be considered on the basis of whether the mandatory findings for approval can be made.
- ☐ Completed Initial Study
- ☐ Pictures or videos of the site, including the reason for the variance (recommended only)
- ☐ Appropriate fee

*** NOTE: Maps must be folded or the submission will not be accepted.**