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Assigned Case Number

Board of Adjustment Application for a Variance (BOA)

Name – EXACTLY as the name(s) appear on the deeds

(If anyone other than the owner is applying, please attach a letter of authorization)

Mailing Address _____

Phone: _____

LEGAL DESCRIPTION:

STATE THE NATURE OF THE VARIANCE REQUEST ON ANOTHER SHEET OF PAPER. INCLUDE ALL RELEVANT DIMENSIONS, DISTANCES, AND DIRECTIONS

- (example: I am requesting a variance to build a 24’x24’ detached garage within 10’ of my south property line)
- List All pertinent reasons why compliance with City regulations is either not feasible or cause of undue hardship:

SITE PLAN or Improvement Location Certificate showing the following:

- Adjacent properties including lot number (if in subdivision) and owners last name
- Lot lines and lot dimensions. (to scale and legible)
- Existing and proposed structures and the distance from those structures to all lot lines. (If a through street crosses your property, include distances from all existing and proposed structures).
- Driveway, rail beds or any other public or private roads.
- Any other information specific to your variance request and site conditions.

List All the names and mailing addresses of adjacent property owners within 300 feet of the boundaries of the subject property [Sec. 16-8-310A]. (Names and mailing addresses can be obtained from the County Assessor’s Office.)



The property owner or duly appointed representative herein referred to as the applicant understands that this application must be complete and that the required non-refundable fee shall be paid upon filing. Any misleading and/or false information provided in this application would be grounds for revocation of the permit (if granted) and legal action by the City for the removal of subject improvement(s) approved for construction based on fictitious information provided by the applicant, and/or the assessment of fines on the property. The applicant also understands a public hearing is required and that the time needed to process this application includes a mandatory public notice period of 7 days [Sec. 16-8-310B]. Total processing time could take a minimum of 30 days. The applicant also understands that if the variance is approved, that approval is only valid for a period of time not to exceed one-year from the time such variance is granted, after which time, if the variance permit has not been utilized, it becomes null and void. The applicant or applicants representative is required to attend the hearing and is aware per SEC. 16-8-106.h.1 that approval requires four members of the Board of Adjustment to approve the request. The owner understands and agrees to pay all noticing costs and waives any objection to a lien placed on the subject property for any outstanding noticing costs associated with this application. All decisions are final.

Signature Date Signature Date

Standards. The decision-maker may grant a variance only if it makes findings that all of the following requirements, insofar as applicable, have been satisfied:

- (1) That there are unique physical circumstances or conditions such as irregularity, narrowness or shallowness of lot, or exceptional topographical or other physical conditions peculiar to the affected property;
- (2) That the unusual circumstances or conditions do not exist throughout the neighborhood or district in which the property is located;
- (3) That, because of such physical circumstances or conditions, the property cannot reasonably be developed in conformity with the provisions of this Chapter;
- (4) That such unnecessary hardship has not been created by the applicant;
- (5) That the variance, if granted, will not alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the appropriate use or development of adjacent property; and
- (6) That the variance, if granted, is a minimum variance that will afford relief and is the least modification possible of the provisions of this LDC.