



VARIANCE APPLICATION

Disclaimer: It is extremely difficult to get a variance approved. This process is intended for genuine hardships and all applications are critically reviewed by the commission at the public hearing.

1. **Name of Applicant:** _____ **Phone #:** _____ **Address of Applicant:** _____ **Address of Property:** _____

2. **Legal description of property** (as shown on property deed and submit a copy of the property deed with the application): _____

3. **For what purpose is the variance requested (i.e. garage, shed, home addition etc.)?:**

4. **How much of a variance are you requesting to the following setbacks?**
Backyard: _____ Side Yard: _____ Front Yard: _____
5. **Are there special circumstances or characteristics regarding your property that if the variance is denied would cause:**
A. Undue loss in value of the property? _____

B. Inability to preserve your rights as the property owner? _____

C. Undue hardship due to characteristics of your property? _____

6. Will the granting of your variance be detrimental to the public health, safety or welfare, or injurious to the property or improvements of other property owners, or effect the use or enjoyment of any of your surrounding neighbors' property? _____

The variance process requires that surrounding property owners within 300 feet be notified of the requested variance. A notice must be published in the newspaper 15 days prior to a public hearing which will be held at the next regularly scheduled Planning & Zoning meeting. The Planning & Zoning Commission will make a recommendation to the City Council regarding the variance request. The City Council will then make the final decision at the next regularly scheduled council meeting. **An attached drawing is required highlighting the proposed construction in relation to the property lines with distances marked.**

As the applicant it is your responsibility to determine if there are any utility or other easements on your property prior to applying. These can be found on the official plats at the court house as well as your property deed. Typically variances are not granted if they infringe upon any easement on the property, unless in the event the easement has been abandoned. **Also it is advised that you call Dig Line at 811 to locate all utilities on your property prior to application; there is no fee to do this.** This will determine whether your proposed project will interfere with the current utility lines.

The clerk will compile a list of names and mailing addresses of all property owners and residents within three hundred (300') feet of the exterior boundaries of the land being considered. By submission of this application you agree to pay all costs incurred in the processing, publishing and mailing of the notices regarding your variance request. There is a \$100.00 filing fee, actual cost of newspaper publishing and mailings.

***Disclaimer:** A variance, if granted, is subject to restrictive covenants and conditions, if any, of the subdivision in which your property is located.*

Signature of Applicant

Date