

# Zoning Variance Submittal Requirements



- ☐ Land Use Application form, signed by property owner
- ☐ Fee (will be based on actual costs, \$800 deposit required)
- ☐ Acknowledgment that additional fees will be required of the proponent, based on actual cost to process the variance. These fees are required whether the variance is granted or not.
- ☐ Site plan explaining variance sought
- ☐ Written description of variance sought, and reasons variance should be granted.
- ☐ Written statement of how the proposed variance meets the following criteria:
  - ☐ Granting the variance would not be granting a special privilege that other similar properties in the area do not get.
  - ☐ What special circumstances about the lot make it different from other lots nearby and cause it to be treated differently? These circumstances must be physical and can include the size, shape, topography, location, or surroundings of the property. The physical characteristics must in some way restrict the rights and privileges permitted to other nearby lots in the same zone.
  - ☐ Granting the variance would not damage the public welfare or the property and improvements in the surrounding area.
  - ☐ In what way is the granting of the variance necessary for the preservation and enjoyment of substantial property rights?

## Other items to note:

1. Any building permits associated with the zoning variance may trigger the requirement to plat and/or bring the abutting streets and utilities up to Community Standards.
2. Any wetlands, shorelines, and/or habitat issues may require additional permits.
3. Landscaping may be required.
4. Verify with the Building Division any issues that may prevent a building permit from being approved for the proposal.