[Insert Office or Department Name]

[Insert Planning Administrator Name]

[Insert Address]

[Insert Contact Phone Number]

[Insert Contact Fax Number]

[Insert Email Address]

[Insert Web Site]

[Insert Jurisdiction Logo]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FOR A ZONING VARIANCE**  **(Pre-Application Conference Optional)** | | | | | | | | | | | | | | | | | |
| **ADMINISTRATIVE SUMMARY (Staff Use Only)** | | | | | | | | | | | | | | | | | |
| **Application #** | | |  | | **Date Submitted** | |  | **Fee Required** | | | |  | | | **Fee Paid** | |  |
| **Associated Applications if Any** | | |  | | | | | **Assigned Case Manager** | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **APPLICANT/CONTACT INFORMATION** | | | | | | | | | | | | | | | | | |
| **APPLICANT INFORMATION** | | | | | | | | **CONTACT INFORMATION (Same as Applicant?** **)** | | | | | | | | | |
| **Applicant Name** | | |  | | | | | **Contact Name** | | | |  | | | | | |
| **Address** | | |  | | | | | **Address** | | | |  | | | | | |
| **City, State, Zip** | | |  | | | | | **City, State, Zip** | | | |  | | | | | |
| **Telephone** | | |  | | | | | **Telephone** | | | |  | | | | | |
| **Fax** | | |  | | | | | **Fax** | | | |  | | | | | |
| **Email** | | |  | | | | | **Email** | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **OWNERSHIP INFORMATION** | | | | | | | | | | | | | | | | | |
| **PROPERTY OWNER 1 INFORMATION (Same as Applicant? )** | | | | | | | | **PROPERTY OWNER 2 INFORMATION (If Needed)** | | | | | | | | | |
| **Owner’s Name** | | |  | | | | | **Owner’s Name** | | | |  | | | | | |
| **Address** | | |  | | | | | **Address** | | | |  | | | | | |
| **City, State, Zip** | | |  | | | | | **City, State, Zip** | | | |  | | | | | |
| **Telephone** | | |  | | | | | **Telephone** | | | |  | | | | | |
| **Fax** | | |  | | | | | **Fax** | | | |  | | | | | |
| **Email** | | |  | | | | | **Email** | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **VARIANCE SUMMARY** | | | | | | | | | | | | | | | | | |
| **Subject Property Location [Please Include Address and Assessor’s Identification Number(s)]** | | | | | | | | | | | | | | | | | |
| **Parcel 1** | | | | **Parcel 2** | | | | | | | | | **Parcel 3** | | | | |
|  | | | |  | | | | | | | | |  | | | | |
| **Legal Description of Subject Property** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Designated Future Land Use Category** | | | | **Current Use of Property** | | | | | | | | | | **Proposed Use of Property** | | | |
|  | | | |  | | | | | | | | | |  | | | |
| **Current Regional Growth Sector** | | | | **Current Context Area** | | | | | | | | | | **Current Zone District** | | | |
|  | | | |  | | | | | | | | | |  | | | |
| **Ordinance Provision(s) from which a variance is requested** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **TYPE OF VARIANCE REQUESTED** | | | | | | | | | | | | | | | | | |
| **Project** | | | | | | **Required** | | | | | | **Proposed** | | | | | |
|  | **Area** | | | | |  | | | | | |  | | | | | |
|  | **Common open space** | | | | |  | | | | | |  | | | | | |
|  | **Gross residential density** | | | | |  | | | | | |  | | | | | |
| **Lot** | | | | | | | | | | | | | | | | | |
|  | **Area** | | | | |  | | | | | |  | | | | | |
|  | **Building coverage** | | | | |  | | | | | |  | | | | | |
|  | **Width** | | | | |  | | | | | |  | | | | | |
|  | **Row House lot width (end lot)** | | | | |  | | | | | |  | | | | | |
|  | **Row House lot width (interior lot)** | | | | |  | | | | | |  | | | | | |
| **Structure Setbacks (Principal)** | | | | | | | | | | | | | | | | | |
|  | **Front** | | | | |  | | | | | |  | | | | | |
|  | **Side, street** | | | | |  | | | | | |  | | | | | |
|  | **Side, interior** | | | | |  | | | | | |  | | | | | |
|  | **Rear** | | | | |  | | | | | |  | | | | | |
| **Structure Setbacks (Accessory)** | | | | | | | | | | | | | | | | | |
|  | **Behind front façade** | | | | |  | | | | | |  | | | | | |
|  | **Side, street** | | | | |  | | | | | |  | | | | | |
|  | **Side, interior** | | | | |  | | | | | |  | | | | | |
|  | **Rear** | | | | |  | | | | | |  | | | | | |
| **Build-to Area** | | | | | | | | | | | | | | | | | |
|  | **Primary street build-to area (min/max)** | | | | |  | | | | | |  | | | | | |
|  | **Building facade in primary street build-to area (min % of lot width)** | | | | |  | | | | | |  | | | | | |
|  | **Side street build-to area (min/max)** | | | | |  | | | | | |  | | | | | |
|  | **Building facade in side street build-to area (min % of lot depth)** | | | | |  | | | | | |  | | | | | |
| **Parking Setback** | | | | | | | | | | | | | | | | | |
|  | **Primary street setback** | | | | |  | | | | | |  | | | | | |
|  | **Side street setback** | | | | |  | | | | | |  | | | | | |
|  | **Setback abutting an RS- district** | | | | |  | | | | | |  | | | | | |
|  | **Setback abutting any other district** | | | | |  | | | | | |  | | | | | |
| **Principal Structure Height** | | | | | | | | | | | | | | | | | |
|  | **Stories** | | | | |  | | | | | |  | | | | | |
|  | **Feet** | | | | |  | | | | | |  | | | | | |
|  | **Ground story elevation** | | | | |  | | | | | |  | | | | | |
|  | **Ground story floor height** | | | | |  | | | | | |  | | | | | |
| **Bulk Plane** | | | | | | | | | | | | | | | | | |
|  | **Bulk plane abutting an RS- district** | | | | |  | | | | | |  | | | | | |
| **Accessory Structure Height** | | | | | | | | | | | | | | | | | |
|  | **Stories** | | | | |  | | | | | |  | | | | | |
|  | **Feet** | | | | |  | | | | | |  | | | | | |
| **Transparency** | | | | | | | | | | | | | | | | | |
|  | **Ground Story** | | | | |  | | | | | |  | | | | | |
|  | **Upper Story** | | | | |  | | | | | |  | | | | | |
|  | **Blank Wall Area** | | | | |  | | | | | |  | | | | | |
| **Building Entrance** | | | | | | | | | | | | | | | | | |
|  | **Street facing entrance required** | | | | |  | | | | | |  | | | | | |
| **Building Mass** | | | | | | | | | | | | | | | | | |
|  | **Building length** | | | | |  | | | | | |  | | | | | |
| **Building Elements Allowed** | | | | | | | | | | | | | | | | | |
|  | **Building Element** | | | | |  | | | | | |  | | | | | |
| **Parking** | | | | | | | | | | | | | | | | | |
|  | **Parking ratio** | | | | |  | | | | | |  | | | | | |
|  | **Parking area design** | | | | |  | | | | | |  | | | | | |
|  | **Bicycle parking** | | | | |  | | | | | |  | | | | | |
|  | **Site Access** | | | | |  | | | | | |  | | | | | |
|  | **Stacking and queuing** | | | | |  | | | | | |  | | | | | |
|  | **Off street loading** | | | | |  | | | | | |  | | | | | |
| **Landscaping** | | | | | | | | | | | | | | | | | |
|  | **Width of landscaping area** | | | | |  | | | | | |  | | | | | |
|  | **Number of canopy trees** | | | | |  | | | | | |  | | | | | |
|  | **Number of understory trees** | | | | |  | | | | | |  | | | | | |
|  | **Number of shrubs** | | | | |  | | | | | |  | | | | | |
|  | **Wall or fence** | | | | |  | | | | | |  | | | | | |
| **Outdoor Lighting** | | | | | | | | | | | | | | | | | |
|  | **Light source** | | | | |  | | | | | |  | | | | | |
|  | **Fixture height** | | | | |  | | | | | |  | | | | | |
|  | **Other** | | | | |  | | | | | |  | | | | | |
| **Outdoor Storage** | | | | | | | | | | | | | | | | | |
|  | **Limited outdoor storage** | | | | |  | | | | | |  | | | | | |
|  | **General outdoor storage** | | | | |  | | | | | |  | | | | | |
| **Signs** | | | | | | | | | | | | | | | | | |
|  | **Sign height** | | | | |  | | | | | |  | | | | | |
|  | **Sign area** | | | | |  | | | | | |  | | | | | |
|  | **Sign setback** | | | | |  | | | | | |  | | | | | |
|  | **Sign illumination** | | | | |  | | | | | |  | | | | | |
| **Other Variance** | | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | | | |  | | | | | |
| **List the exceptional and extraordinary circumstances that are peculiar to the land or structure involved which are not applicable to other land or structures in the same zoning district.** | | | | | | | | | **List any and all practical difficulties or unnecessary hardships that will result from the exceptional and extraordinary circumstances.** | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | |
| **The applicant must prove that the exceptional and extraordinary circumstances do not result from the actions of the applicant. How were the exceptional and extraordinary circumstances created?** | | | | | | | | | **List any and all alternatives considered by the applicant and provide evidence as to why they are not feasible.** | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | |
| **Would approval of this variance allow the applicant to do something that other property owners in the same situation would not be able to do? If so how?** | | | | | | | | | **Would denial of this variance deprive the applicant of rights commonly enjoyed by other property owners in the similar situations? If so how?** | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | |
| **Current Zoning Surrounding Subject Property** | | | | | | | | | | | | | | | | | |
| **North:** | |  | | | | | | **South:** | | |  | | | | | | |
| **East:** | |  | | | | | | **West:** | | |  | | | | | | |
| **Current Land Use Surrounding Subject Property** | | | | | | | | | | | | | | | | | |
| **North:** | |  | | | | | | **South:** | | |  | | | | | | |
| **East:** | |  | | | | | | **West:** | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **EXHIBITS** | | | | | | | | | | | | | | | | | |
| **Owner Information Sheet** | | | | | | | | | |  | **Additional Exhibits If Any:** | | | | | | |
| **Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)** | | | | | | | | | |  |  | | | | | | |
| **Site Plan (designating primary, side, and service street frontages)** | | | | | | | | | |  |  | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **CERTIFICATION AND SIGNATURE**  By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date. | | | | | | | | | | | | | | | | | |
| **Signature of Applicant** | | | | | | | **Date** | **Signature of Property Owner’s (If not the Applicant)** | | | | | | | | **Date** | |
|  | | | | | | |  |  | | | | | | | |  | |

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| **APPLICANT & OWNER INFORMATION SHEET** | | | | |
| **Any applicant for a zoning variance must provide the applicant’s name, address, and respective ownership interest, if any, on the application. In addition, the applicant must provide, in the space provided on this form, a list of all the owners of the property and the holders of any deeds of trust, identifying which owners and holders of deeds of trust are represented by the applicant.** | | | | |
| **Application Number** | **Applicant’s Name** | | | |
|  |  | | | |
| **Property Address(es)** | | | | |
|  | | | | |
| **Applicant’s Address** | | | | |
|  | | | | |
| **NOTE: If the applicant is not the property owner, this form must be accompanied by a Power of Attorney statement from the property owner.** | | | | |
| **Indicate as accurately as possible the form of interest in the property, and the amount held by the individual or entity listed as “applicant” above.** | | | | |
| **Fee Title Owner (Has Deed of Ownership)** | | **All** | |  |
| **A Portion** | |  |
| **Contract Owner** | | **All** | |  |
| **A Portion** | |  |
| **Holder of a Security Interest** | | **All** | |  |
| **A Portion** | |  |
| **List the names and addresses of all owners and holders of Deeds of Trust for the property, if any, and indicate which owners or holders of deeds of trust are represented by the applicant in the space below (please add additional pages, if needed).** | | | | |
|  | | | | |
| **Signature of Applicant** | | | **Date Signed** | |
|  | | |  | |