

## VARIANCE APPLICATION REQUIREMENTS

1. IF YOU ARE NOT THE OWNER OF THE PROPOSED PROPERTY, SUBMIT NOTARIZED, WRITTEN PERMISSION FROM THE PROPERTY OWNER TO FILE APPLICATION.
2. MEET WITH THE PLANNING DEPARTMENT STAFF IN A PRE-FILING MEETING TO DISCUSS TO PROPOSED VARIANCE.
3. THE APPLICATION FOR A VARIANCE MUST BE FILED, WITH A FEE TO THE PLANNING DEPARTMENT, AND THE APPLICATION MUST BE ACCOMPANIED BY A FOLLOWING FINDINGS. **APPLICATIONS WILL NOT BE PLACED ON THE PLANNING COMMITTEE'S AGENDA UNTIL THE FOLLOWING ITEMS ARE SUBMITTED TO THE PLANNING DEPARTMENT WITHIN TWO WEEKS OF THE SCHEDULED PUBLIC HEARING.**
  - a. That special conditions and circumstances exists which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings located in the same zoning district.
  - b. That without the proposed variance, the applicant would be deprived of rights commonly enjoyed by other properties located in the same zoning district under the terms of The Development Code.
  - c. That the special conditions and circumstances do not result from the actions of the applicant.
  - d. That the granting of the proposed variance will not confer on the applicant any special privilege that The Development Code denies to other land, structures, or buildings located in the same zoning district.