
ZONING VARIANCE PROCESS AND CHECKLIST

SUBMITTAL REQUIREMENTS (ALL INFORMATION MUST BE CLEAR AND LEGIBLE)

- Completed Land Use Application
- A letter of authorization from the property owner stating that he/she is aware of the zoning variance being requested and that the applicant may act as his/her agent, if the applicant is other than the property owner.
- Justification, including the scope of the request, and addressing criteria for granting a variance:
 - There exists a special circumstance(s) applicable to the property, including it exceptionally irregular size
 - Shape, too narrow, too shallow or steep
 - Other exceptional physical conditions whereby the strict application of the zoning ordinance requirements would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use his/her land or building
- An accurate site plan showing:
 - The location of any buildings on the property in relation to property lines and other buildings
 - Adjoining property, abutting streets and alleys, and a north directional arrow should be indicated
 - Property dimensions and site conditions
 - Parking spaces
 - Height of the structure

With the submittal of the application and checklist, the applicant attests that the following is submitted. Failure to provide the requested information or falsifying information may result in a continuance or denial of your case (attach additional sheet(s) if necessary).