



# Variance Checklist

(For a complete list of required guidelines, refer to Section 1210.04 of the Zoning Ordinance.)

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED.**

Petitioner Check-in		City Check-in
	<p><b>Two (2) sets of the following:</b></p> <ol style="list-style-type: none"> <li>1. Written narrative describing the requested variance and unique circumstances causing an practical difficulties</li> <li>2. Site plan showing, but not limited to, lot lines, existing and proposed structures relative to lot lines, lot dimensions</li> <li>3. Full legal description of the property</li> <li>4. Accurate certified survey showing the proposed use drawn to scale, including all dimensions, square footage, easements and right-of-ways with complete legal descriptions of all parcels</li> <li>5. Any additional information requested by the Community Development Director</li> </ol>	
	<b>Public hearing notice fee:</b> \$75.00	
	<b>Cash fee:</b> \$200.00 Residential or \$300.00 Non-Residential.	
	<b>Completed application form</b>	

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.