



# FILING REQUIREMENTS

VARIANCE APPLICATION FILING PROCESS INCLUDES ALL OF THE FOLLOWING:

- [ ] 1. PAY NON-REFUNDABLE APPLICATION FEE. (EXCEPTION: FEE MAY BE REFUNDED IF BOARD OR CITY OFFICIAL DETERMINES VARIANCE IS UNNECESSARY.)
- [ ] 2. PROVIDE ALL REQUESTED INFORMATION COMPLETELY AND ACCURATELY IN MULTIPLE SETS OF SEVEN (7) COPIES AND SUBMIT TO THE BUILDING DEPARTMENT PRIOR TO ESTABLISHED DEADLINE FOR REGULARLY SCHEDULED MONTHLY MEETINGS:
  - [ ] A. SURVEY PLOT; PLAN DRAWN TO SCALE AND SHOWING LOCATION OF ALL BUILDINGS OR STRUCTURES ON APPLICANT'S OWN PROPERTY IN RELATIONSHIP TO THE PROPERTY LINE.  
\*MAKE ALL MEASUREMENTS ACCURATE & PRECISE\*
- [ ] 3. VARIANCE REQUEST SIGN MUST BE POSTED AT THE PROPERTY IN A VISIBLE LOCATION EASILY SEEN FROM THE STREET.
- [ ] 4. APPLICANT OR DESIGNATED REPRESENTATIVE MUST BE PRESENT AT THE MEETING IN ORDER FOR ACTION TO BE TAKEN ON A VARIANCE APPLICATION. AN APPLICATION WILL REMAIN ON THE MEETING AGENDA FOR TWO (2) CONSECUTIVE MONTHS OR UNTIL ACTION IS VOTED UPON. IF APPLICANT OR DESIGNATED REPRESENTATIVE FAILS TO APPEAR BEFORE THE BOARD DURING THIS TIME FRAME, THE APPLICATION BECOMES VOID AND THE FILING PROCESS MUST BE REPEATED.

I HAVE READ AND WILL COMPLY WITH THE REQUIREMENTS STATED ABOVE. I UNDERSTAND THAT AN INCOMPLETE APPLICATION WILL NOT BE PLACED ON THE MEETING AGENDA, RESULTING IN POSSIBLE PROJECT DELAYS:

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SIGNATURE OF APPLICANT

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DATE

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## OFFICE USE ONLY

VARIANCE / APPEAL FEES:

- ◇ \$ 30 ZONING REVIEW FEE, WHEN APPLICABLE
- △ \$100 SINGLE-FAMILY DWELLING
- △ \$150 ALL OTHER

FEES RECEIVED BY: -----  
[INITIALS]

-----  
[DATE]

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BUILDING INSPECTOR'S REVIEW / SIGNATURE

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DATE

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APPLICANTS ARE ENCOURAGED TO NOTIFY ALL NEIGHBORING PROPERTY OWNERS WITHIN 100' AND INSIDE CITY LIMITS OF THE INTENT TO DEVIATE FROM DISTRICT BUILDING & ZONING CODES. USE THIS WORKSHEET TO COMPILE A LIST OF NAMES & ADDRESSES OF THOSE YOU'VE CONTACTED AND INFORMED ABOUT YOUR PROJECT:

NAME	NAME
ADDRESS	ADDRESS
PHONE # / DATE NOTIFIED	PHONE # / DATE NOTIFIED
NAME	NAME
ADDRESS	ADDRESS
PHONE # / DATE NOTIFIED	PHONE # / DATE NOTIFIED
NAME	NAME
ADDRESS	ADDRESS
PHONE # / DATE NOTIFIED	PHONE # / DATE NOTIFIED

RETURN THIS PAGE WITH APPLICATION & SUPPLEMENTAL DOCUMENTS  
ADDITIONAL COMMENTS WELCOME