



## Application Submittal Requirements

1. \_\_\_\_\_ Legal description of property.
2. \_\_\_\_\_ Copy of deed.
3. \_\_\_\_\_ If the signator on this application is not the owner of the property requesting a variance, then provide a notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.
4. \_\_\_\_\_ Names and addresses of all adjoining owners of property and residents.
5. \_\_\_\_\_ One 8 ½ " x 11" vicinity map.
6. \_\_\_\_\_ A written statement addressing each issue below in the order outlined "a" through "c". The applicant shall address how the reason for requesting a variance:
  - a. Will constitute special conditions and circumstances that are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
  - b. Will deprive the applicant of rights commonly enjoyed by ohter properties in the same district if the literal interpretation of the provisions of Title 9 are followed.
  - c. Will not grant or confer the applicant special privilege that is denied by Title 9 to other lands, structures or buildings in the same district.

**NOTE:**

APPLICANT/REPRESENTATIVE MUST ATTEND PLANNING AND ZONING MEETING.

APPLICANT SHALL PAY THE COST OF PUBLIC HEARING PUBLICATIONS AND MAILINGS AND ALL REVIEWS BY THE CITY APPOINTED ENGINEER , ATTORNEY AND OTHER PROFESSIONALS BASED ON AN HOURLY FEE.

Signature of Applicant/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of receipt by City staff: \_\_\_\_\_ Date: \_\_\_\_\_