



**VARIANCE
APPLICATION**

Date: _____ Project Name: _____

1. Applicant's Name: _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

2. Owner's Name: _____
Company's Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ E-mail: _____

3. The property generally located and list adjacent streets: _____

4. The address(s) of the property: _____

5. Building Size Existing: _____ Proposed: _____

6. Size of property in Acres: _____ Square Feet: _____

7. Zoning District: _____ Future Land Use Category: _____

8. Provide description of the proposed use: _____

9. Provide the specific Land Development Code Section. The Variance is requested to
Section _____

10. State the reason for this request (attach written summary if additional space is needed):

11. **CRITERIA:** The Planning and Zoning Commission shall hear and decide requests for variances from the terms of the zoning regulations where, owing to special conditions, a literal enforcement of the provisions will result in unnecessary and undue hardship upon, and personal to, the applicant therefore, and not surrounding properties. In order to authorize a variance, the commission must find the following.

Complete each criteria below and provide justification (attach separate sheet if additional space is needed):

a. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district; such on-site conditions may include, but are not limited to, topography, preservation of vegetation, access, vehicular and pedestrian safety and preservation of scenic views:

b. That the special conditions and circumstances do not result from the actions of the applicant:

c. That granting the variance requested will not confer on the applicant any special privilege that is denied by the chapter to other lands, buildings or structures in the same zoning district:

d. That literal interpretation of the provisions would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the chapter and would work [incur] unnecessary and undue hardship on the applicant:

- e. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure:

- f. That the grant of the variance will be in harmony with the general intent and purpose of this code and the comprehensive plan, will not be injurious to the neighborhood or otherwise detrimental to the public welfare; and

- g. The granting of the variance will not be detrimental to the property or improvements in the area in which the property is located.

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Owner/Applicant Signature

Date

SUBMITTAL CHECKLIST

Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]

The following items must be submitted:

1. **Application Fee**

Non-Residential: \$ 500.00

Existing Single-Family Dwelling Unit: \$ 250.00

Notes: Separate application and fee required for each variance request.

Additional costs incurred by the city engineer, city attorney, or outside consultants shall be billed directly to the applicant.

2. Completed application.
3. List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Lake County Property Appraisers. Provide written list (see attached) and provide list in Excel Spread Sheet Format and copy Excel spread sheet to CD with submittal packet.
4. Site Plan (conceptual). Site plan shall show the size and location of any structures, parking areas, setbacks, buffers, source of utilities, stormwater management concept, existing improvements, proposed improvements, landscaping, existing trees, and other site features to support the proposed use. Show existing and proposed improvements. Must be drawn to scale.
5. The Property Card(s) from the Lake County Property Appraiser's office.
6. Location Map.
7. Proof of ownership (warranty deed or title certificate).
8. Boundary Survey signed and sealed (recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to engineering scale). Legal description of the property.
9. Provide reduced copy of survey and site plan not larger than 11" x 17" paper size.
10. Owner authorization letter, notarized from the owner(s), designating the applicant to act on their behalf.
11. Electronic version (emailed or copied to a CD) of the full application submittal (application, site plan, survey, all reports, owner Excel spread sheet, drawings, etc.) in PDF.

12. One reduced copy 11" x 17" paper size of the site plan and survey.
13. Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]

PROCEDURES

1. Application Submittal Due Date: Completed application form with support documents must be submitted on or before the first Monday on any month.

***** Incomplete submittals will not be accepted*****

2. Development Review Committee (DRC) meeting is held on the last Wednesday of the month in which the submittal was received and reviewed.
3. The application will be forwarded to the Planning and Zoning Commission for final action to be considered at their next available meeting, after it completes the Development Review Committee process.

1/2015

SURROUNDING OWNERS LIST

List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Property owners obtained from the Lake County Property Appraisers web site. Provide a written list (see below). Also provide the owners list in Excel Spread Sheet Format and copy to CD with submittal packet.

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Name

Address

City State Zip

Note: Hearing Notifications (Mailings): The applicant shall pay, as part of the application fee, mailings to surrounding owners for the initial 200 notices. The applicant shall reimburse the City the mailing cost for all notices after 201 and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing. Such cost shall be billed directly to the applicant.