



VARIANCE SUBMITTAL REQUIREMENTS

Section 18-60

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

- 1. Application Form** – must be signed by Property Owner or be accompanied by an authorization letter
- 2. Application Fee** - refer to the application form
- 3. Letter of Intent** – narrative describing the Variance request in detail, including responses to all of the following review criteria, per Section 18-60(c):
 - a. There are unique physical circumstances or conditions such as irregularity, narrowness or shallowness of the lot, or exceptional topographical or other physical condition particular to the affected property;
 - b. Because of these unique physical circumstances or conditions, the property cannot be reasonably developed or used in compliance with the provisions of the Development Code;
 - c. Due to such unique physical circumstances or conditions, the strict application of the Development Code would create a demonstrated hardship;
 - d. The demonstrable hardship is not self-imposed;
 - e. The Variance if granted will not adversely affect the proposed development or use of adjacent property or the neighborhood;
 - f. The Variance if granted will not change the character of the zoning district in which the property is located;
 - g. The Variance if granted is in keeping with the intent of the Development Code; and
 - h. The Variance if granted will not adversely affect the health, safety or welfare of the citizens of the city.
- 4. Plan Set** – in a format, size, and scale to accurately depict the nature of the request. Include, as necessary:
 - Site Plan
 - Landscape Plan
 - Architectural Elevations
 - Grading Plan
 - Utility Plan
 - Photometric Plan

- Existing Conditions Survey
- Other plans or reports as deemed necessary

This is a general list of requirements. Some projects may require more or less information.

SITE / LANDSCAPE PLAN TO INCLUDE:

- Subdivision name
- Legal description
- Vicinity map (scale: 1" = 600')
- North arrow
- Legends as necessary
- Dimensions of all principal site elements
- Existing and proposed building footprints and area in square feet
- Surrounding buildings/subdivisions
- Height of building(s)
- Easements
- Setback dimensions
- Curb cuts
- Graphic and written scale (base 10)
- Parking spaces/handicap spaces/loading spaces
- Sidewalks/driveways
- Lighting/mechanical equipment/ transformers
- Property boundary – thick solid line
- All environmentally sensitive areas of environmental hazard and significant environmental features such as lakes, trees, woodlands, bluffs ditches, streams, wetlands and floodplains
- Location and dimensions of all existing and proposed pedestrian and vehicular ingress and egress points, right-of-ways, alleys, other public ways or private drives within or adjacent to the property
- Lot lines
- Streets/street names
- Title block/narrative information
- Square footage for each lot and/or tract
- Trails
- Cross section diagrams as needed
- Detention ponds
- Retaining walls – location/ height/ material
- Fences – location/ height/ material

ARCHITECTURAL ELEVATIONS TO INCLUDE:

- Front elevation(s)
- Left side elevation(s)
- Right side elevation(s)
- Rear elevation(s)
- Color renderings of the proposed building(s) may be required prior to the public hearing.
- Label the major colors and materials used on the proposed building(s).
- A "sample board" containing actual samples of materials and colors may be required prior to the public hearing.
- Fence and retaining wall materials/ colors/ heights.

Please Note:

The board of adjustment shall not grant a Variance to the Development Code which:

- a. Is a Variance for which an Administrative Adjustment, per Section 18-36, is enabled by the Development Code;
- b. Permits a land use not allowed in the zoning district in which the property is located;
- c. Is in the public right-of-way or on public property;
- d. Alters any definition of Chapter 18;
- e. Is other than the minimum Variance that will afford relief with the least modification possible to the requirements of Chapter 18;
- f. Is based on physical conditions or circumstances of the property so general or recurring in nature as to reasonably make practicable the formulation of a general regulation to be adopted as an amendment to Chapter 18; or
- g. Is based exclusively on findings of personal or financial hardship.