



REQUIRED SUPPORT DOCUMENTS

ADMINISTRATIVE VARIANCE

PRE-APPLICATION MEETING

Prior to submitting a variance application package, the property owner(s) or applicant must first meet with a member of the Planning Department staff. The purpose of the pre-application meeting is to determine whether a variance could be granted, to acquaint the applicant with the procedures to obtain variance approval and to acquaint staff with the proposed variance request.

REQUIRED SUPPORT DOCUMENTS

- Completed application form
- Application fee
- Copy of survey showing proposed improvements for which the variance is requested
- Legal description of the subject property
- Certification from the landowner of record that the applicant has authorization to make application for the requested construction, if applicant is not owner
- Tax ID / Parcel ID number of the subject property
- Letter of response from the applicant addressing the following:
 1. Special circumstances exist which are peculiar to the subject property owner's land, structure, or building, and do not generally apply to the neighboring lands, structures, or buildings in the same district or vicinity.
 2. Strict application of the provisions of the *Land Development Regulations* would deprive the subject property owner of reasonable rights commonly applicable to other properties in the same district or may preclude a benefit to the community in general.
 3. The special circumstances and conditions that exist do not result from the direct or indirect actions of the present property owner(s) or past property owner(s). This criterion shall not be satisfied if the present or past property owner(s) created, to any degree, the hardship that is the subject of the variance request.
 4. That granting of the variance will not cause substantial detriment to the public welfare or impair the purposes and intent of the *Land Development Regulations*.
 5. That granting of the variance will not constitute a grant of special privilege that is denied by the *Land Development Regulations* to other lands, structures or buildings in the same district.