Variance Counter Checklist

This checklist includes the required information for submitting a VARIANCE. Applications will not be processed until all of the following information is submitted and determined “Counter Complete” by City staff.

☐ General Application, completed and signed
☐ Supplemental application for a Variance, completed and signed
☐ Filing fees
☐ Additional application information may be requested and may include, but is not limited to, the following:
  ☐ Critical area studies
  ☐ Noise studies
  ☐ Air quality studies
  ☐ Transportation impact studies
  ☐ Geotechnical reports
  ☐ Other:

☐ Storm water plans
☐ Phasing of the proposed planning (if applicable)
☐ A list of name and addresses of adjacent property owners.
☐ Significant historic, cultural or archaeological resources
☐ Fifteen (15) copies of the site plan, drawn to a minimum scale of 1’’ = 100’’ on a sheet no larger than 24”x 36”, which will include the following:
  ☐ Name and mailing address of the owner and the person with whom official contact should be made regarding the application
  ☐ Surveyor’s name, mailing address and contact number
  ☐ Legal Description
  ☐ Section, township, and range
  ☐ Vicinity map
  ☐ North arrow, scale, and date
  ☐ Acreage of the site
  ☐ Zoning designation
  ☐ Boundary lines
  ☐ City limits and section lines
  ☐ Existing topography at two-foot intervals
  ☐ All existing structures/building sites with labeled setbacks
  ☐ Variance request drawn and labeled
  ☐ Show the location and layout of existing streets which are adjacent to or across contiguous right of way (ROW) from the proposed development.
Identify the following uses.

- Buildings
- Wells
- Well head protection areas
- Sewage disposal systems
- Water courses
- Bodies of water, including wetlands
- Flood zones
- Culverts
- Bridges
- Structures
- Overhead and underground utilities
- Railroad Lines
- Other features existing upon, over or under the land, identifying any which are to be retained or removed.
- All critical areas

Location and width of, but not limited to, the following types of access:

- Streets
- Alleys
- Right of Way’s