



PLANNING DEPARTMENT

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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
- One 11" x 17" copy of the site plan and one full size copy, 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