



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