



## ADMINISTRATIVE AND MINOR VARIANCE CHECKLIST

DEPARTMENT OF COMMUNITY DEVELOPMENT  
COMMUNITY PLANNING

A **MANDATORY** Pre-Application meeting is required for submittal of a minor or administrative variance application. Please bring the completed application and all required documents to this appointment.

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL:

- Completed Application Form and Application Fee.
- Narrative statement addressing the following four criteria:
  1. ***“There is a special circumstance(s), or condition(s) that applies to the property, building, or use referred to in the application that does not apply to most other properties in the district.”***  
Is this statement correct for this application? Explain/Discuss/Describe.
  2. ***“The special circumstance(s) was not created or caused by the property owner or applicant.”***  
Is this statement correct for this application? Explain/Discuss/Describe.
  3. ***“The granting of the variance(s) is necessary for the preservation of substantial property rights enjoyed by other property owners in the vicinity, under identical zoning designations.”***  
Is this statement correct for this application? Explain/Discuss/Describe.
  4. ***“The granting of this variance will not be materially detrimental to any person residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public health, safety, and general welfare.”***  
Is this statement correct for this application? Explain/Discuss/Describe.
- Completed Adjacent Property Owner Consent Form. (See reverse side of this form)
- Site Plan to scale showing lot lines, names of adjoining streets, locations and dimensions of all existing or proposed buildings, setback lines, parking areas, required landscaping and any other pertinent site information. Identify area requiring variance.

- This application is complete and will be reviewed by the Zoning Administrator.
- This application is complete and tentatively scheduled for review by the Minor Variance Committee on: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.
- This application is not complete. The following information is missing and needs to be provided: \_\_\_\_\_  
\_\_\_\_\_

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_



## ADMINISTRATIVE AND MINOR VARIANCE PROPERTY OWNER CONSENT FORM

DEPARTMENT OF COMMUNITY DEVELOPMENT  
COMMUNITY PLANNING

All property owners adjacent to (touching) the property with the Minor or Administrative variance request must sign that they understand the variance request and that they do not object. If all property owners do not sign, the variance request shall be treated as a Variance with a Public Hearing by the Hearing Officer.

My name is \_\_\_\_\_. I own the property located at \_\_\_\_\_.  
I am requesting a minor/administrative variance for the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A Map / site plan is attached for review by the adjacent property owners

**Adjacent Property Owners**  
We the undersigned adjacent property owners understand the variance request by \_\_\_\_\_ as described above. We do not object to the approval of this Administrative or Minor Variance.

Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature _____	Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature _____
Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature _____	Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature _____
Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature _____	Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature _____
Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature _____	Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature _____

I, \_\_\_\_\_, verify that I have discussed this proposal with my neighbors, above, and that they did not object to this request.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**