

CITY OF RANDOLPH VARIANCE REQUEST

APPLICANT/OWNER INFORMATION:

APPLICANT NAME: _____ PHONE: _____

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

OWNER NAME: _____ PHONE: _____

OWNER ADDRESS: _____

OWNER EMAIL: _____

PROPERTY INFORMATION:

ADDRESS FOR VARIANCE: _____

LEGAL DESCRIPTION: _____

LOT SIZE: _____ ACRE(S): _____ ZONING: _____ FLOODPLAIN: _____

EXISTING USE OF LAND/BUILDINGS: _____

REQUESTED ZONING VARIANCE:

VARIANCE TO SECTION(S): _____ OF THE ZONING ORD

CURRENT ORDINANCE REQUIREMENT(S): _____

REQUESTED VARIANCE(S): _____



SUBMITTAL REQUIREMENTS

IF THE APPLICANT IS NOT THE OWNER, A LETTER SIGNED AND DATED BY THE OWNER CERTIFYING THEIR OWNERSHIP OF THE PROPERTY AND AUTHORIZING THE APPLICANT TO REPRESENT THE PERSON, ORGANIZATION, OR BUSINESS THAT OWNS THE PROPERTY MUST BE SUBMITTED WITH THIS APPLICATION. IF NOT PLATTED, A METES AND BOUNDS LEGAL DESCRIPTION OF THE PROPERTY IS REQUIRED.

A WRITTEN STATEMENT DOCUMENTING THE REASON FOR THE VARIANCE(S), INCLUDING EVIDENCE THAT THE REQUEST COMPLIES WITH THE FOLLOWING CRITERIA AS REQUIRED FOR APPROVAL OF A VARIANCE.

1. A unique physical condition exists within or adjacent to the subject tract or structure(s) located thereon, which distinguishes it from other similarly situated, and which creates an exceptional hardship, difficulty, or inequity that would result from literal enforcement of the ordinance;
2. The condition or characteristic noted above is not caused by an action of the property owner, occupant, or applicant;
3. The variance is the minimum amount necessary to allow a reasonable use of the property;
4. The *sole* reason for the variance is not a desire of the owner, occupant, or applicant for increased financial gain or reduced financial hardship;
5. The variance will not adversely affect public health or safety, and will not substantially or permanently interfere with the appropriate use of adjacent conforming property in the same district; and,
6. The variance will not alter the essential character of the zoning district within which the subject property is located, and is in harmony with the intent and purposes of the zoning ordinance.

SITE PLAN, SUBMITTED ON PAPER NO LARGER THAN 11" X 17", SHOWING: 1) Scale and north arrow; 2) Location of site with respect to streets and adjacent properties; 3) Property lines and dimensions; 4) Location and dimensions of buildings; 5) Building setback distances from property lines; 6) Location, dimensions, and surface type of off-street parking spaces and loading areas; and 7) any other proposed features of the site which are applicable to the requested variance.

TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION AND ASSOCIATED DOCUMENTS ARE COMPLETE AND CORRECT, AND IT IS UNDERSTOOD THAT I OR ANOTHER REPRESENTATIVE SHOULD BE PRESENT AT ALL PUBLIC MEETINGS CONCERNING THIS APPLICATION.

SIGNATURE _____ DATE _____

OFFICE USE ONLY

PLANNING COMMISSION ACTION ON _____ Recommend Approval? _____

CITY COUNCIL ACTION ON _____ Approved? _____ Minutes? _____

REQUEST# _____ VARIANCE APPROVED _____ NOT APPROVED _____

Zoning Administrator

Date