



## MINOR VARIANCE PERMIT

The Minor Variance permit provides a process for City consideration of requests to waive or modify certain standards of the Development Code when, because of special circumstances applicable to the property, including location, shape, size, surroundings, topography, or other physical features, the strict application of the development standards otherwise applicable to the property denies the property owner privileges enjoyed by other property owners in the vicinity and in the same zone. All forms must be completely filled out and submitted with any necessary supporting information.

Minor Variances may be approved by the Director. The Director may choose to refer a Minor Variance application to the Commission for hearing and decision.

The following items shall be submitted with for a Minor Variance Permit application:

### A. Application Checklist:

- One completed copy of Universal Application form.
- One completed copy of the Environmental Review Checklist (if applicable).
- 10 copies of the site plan and all other applicable plans/information Provide a map showing all property lines, buildings and other structures, and indicating the proximity to streets and exact location of the proposed use on the property. 1 copy: 8 1/2 x 11 or 11 x 17 (if greater than 11 x 17, include 4 sets) and email pdg.
- One preliminary title report or copy of deed.
- The appropriate non-refundable filing fee.

### B. Justification Statement: Provide written justification to support the findings listed in Section 17.72.070. Minor Variance approval shall require that the review authority first make all of the following findings:

- There are special circumstances applicable to the property, including location, shape, size, surroundings, and topography, so that the strict application of this Development Code deprives the property of privileges enjoyed by other property in the vicinity and within the same zone;
- The approval of the Variance or Minor Variance includes conditions of approval as necessary to ensure that the adjustment granted does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and within the same zone; and,
- The granting of the application will not authorize an activity or use which is not otherwise expressly authorized by the zone governing the parcel of property for which the application is made.