



Variance Application

Contact Information

Applicant Name: _____ Mailing Address: _____

Phone: _____ E-mail: _____

Property Owner Name: _____ Mailing Address: _____

Phone: _____ E-mail: _____

Property Information

Legal Description of Property
Lot: _____ Block: _____ Subdivision: _____ Filing No.: _____

Address of Property: _____

Zoning District: _____ Comprehensive Plan Designation: _____

Is location within the South Westminster Urban Renewal area? Yes No

Type of Variance Requested

- §11-4-5: Density Schedule
- §11-4-6: Special Regulations
- §11-4-15: Nonconforming Uses & Structures
- §11-7-4: Off-Street Parking Standards
- §11-16: Telecommunications Permits

(Note: For Variances described §11-11-8, use Sign Code Variance Application.)

Submittal Requirements

Please note that incomplete submittals will not be accepted for review. In some cases, additional copies of documents or plan sets may need to be provided.

1. Review Fee \$250.00
2. Public Hearing Fee \$350.00
3. Recording Fee \$70.00
4. Signed Application Form with Completed Checklist (this form, all pages)

5. Ownership and Encumbrances Report: The O&E report must be from a title company and dated within the last 30 days from date of application.
6. If real property owner is a legal entity, applicant must provide evidence of authorization to sign on behalf of such entity. (i.e. Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors, etc.)
7. Narrative Outlining Reason for Variance Request. Include any information that the Commission may find useful in considering your case.
8. Site Plan, drawn to scale, plus any other drawings (such as building elevations, landscape plan, etc.) that accurately reflect your request. 8 1/2" x 11" or 11" x 17" sheet size is acceptable.
9. Electronic Site Plan (PDF) with all sheets in one document.

Criteria

Section 2-6-2(B) of the Westminster Municipal Code provides six (6) requirements that all must be met for the Planning Commission to grant a variance. The six requirements are listed below to enable the applicant to explain how each requirement has been met for the Commission to grant a variance.

Any application not addressing these six criteria may be denied. *In approving an application meeting the six criteria, the Planning Commission may attach such reasonable conditions or safeguards as they determine to be necessary to implement the City Code.*

1. Does the strict application of the ordinance provisions result in practical difficulties or unnecessary hardship? If so, what are they? Explain why this outcome is inconsistent with the intent of the Zoning Ordinance.

2. Describe any unique physical circumstances or conditions affecting the property. These can include such things as shape, size, narrowness or shallowness, steep slope, or other conditions that are peculiar to the property.

3. Explain whether or not the unique physical circumstances or conditions described in Number 2 above exist throughout the neighborhood or district where the property is located.

4. Describe why the property cannot be reasonably developed in conformity with the provisions of the Zoning Ordinance, giving consideration to the unique physical circumstances or conditions affecting the property described in Number 2 above.

5. Explain how the unique circumstances or conditions were created and how you were involved, if at all.

6. If the variance is granted, explain how it will not alter the essential character of the neighborhood or district where the property is located and, if the variance is granted, explain how it will not substantially or permanently impair the appropriate use or development of the adjacent property.

By signing, applicant authorizes City staff to enter his/her property for the purpose of taking photographs to be presented to the Commission at the hearing. By signing below, I assert that the above information is true, correct and complete to the best of my knowledge.

Signature of Property Owner (Required)*

Date

**If a legal entity, provide proof of authorization to sign.*