



## VARIANCE CHECKLIST PL-VAR

### VARIANCE APPLICATION | [GHMC 17.66.015](#)

An application for a general variance is considered complete upon submittal of the information as required under [GHMC 17.96.050\(B\) through \(D\)](#), including the written statement of justification for granting the variance pursuant to the requirements of [GHMC 17.66.030\(B\)](#). This is in addition to the application requirements of [GHMC 19.02.002](#) for a Type III application. An application for an administrative variance shall contain the information required for a general variance but shall include a written statement of justification for granting the variance pursuant to the requirements of [GHMC 17.66.020\(A\)](#).

### CONTENTS OF COMPLETE APPLICATION | [GHMC 17.96.050](#)

- Completed Master Planning Permit Application**
- General Information.** The title and location of the proposed development, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and if applicable, the name, address and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant;
- Project Description.** A written description addressing the scope of the project, the nature and size in gross floor area of each use, and the total amount of square feet to be covered by hard surfaces;
  - N/A  Submitted on sheet(s) \_\_\_\_\_
- Vicinity Map.** A vicinity map showing site boundaries and existing roads and accesses within and bounding the site;  N/A  Submitted on sheet(s) \_\_\_\_\_

### GENERAL VARIANCES | [17.66.030 \(B\)](#)

- Completed Master Planning Permit Application
- A written statement of justification for granting the variance. Please respond to each criterion. Before any variance can be granted, the examiner shall make findings of fact setting forth and showing that the following circumstances exist:
- The proposed variance will not amount to a rezone nor authorize any use not allowed in the district;
  - Special conditions and circumstances exist which are peculiar to the land such as size, shape, topography or location, not applicable to other land in the same district and that literal interpretation of the provisions of this title would deprive the property owner of rights commonly enjoyed by other properties similarly situated in the same district under the terms of this title;
  - The special conditions and circumstances do not result from the actions of the applicant;
  - Granting of the variance requested will not confer a special privilege that is denied other lands in the same district;
  - The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated;
  - The hearing examiner shall further make a finding that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land.

**This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.**