



Variance Application

Approval Process: see [Article 14.7.12.– Variance](#)

Application Number: _____
IW #: _____

Date application received: _____

Prior to submitting a Variance Application you must participate in a Pre-Application Conference with Planning, Engineering and Public Works staff to discuss the procedures, standards, and required supporting materials needed to review and approve your project. [Pre-Application Conference request form](#).

Variations are intended to provide relief for landowners who, due to some unique physical characteristic of their property that is beyond their control, would have no beneficial use of the property if this Land Development Code is strictly enforced. **Variations can only be approved if they are related to the zoning requirements of the Land Development Code, more specifically - relating to lot size, lot coverage, width, depth, front yard, side yard, rear yard, setbacks, parking space, height of buildings, or other ordinance provision affecting the size or shape of a structure or the placement of the structure upon lots, or the size of lots as outlined in [Idaho State Code 67-6516](#).**

Property Owner's Information

Owner's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Applicant/Authorized Representative's Information (if application is being represented on owner's behalf)

Applicant's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Is applicant other than the owner? Yes _____ No _____

If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. A sample letter of authorization is available on City of Victor website: [Authorization Letter](#)

Property Information

Street Address of Project: _____

Location/Legal Description: Section, Township, Range: _____

Current Zoning and Use of Property: _____

Are other applications for this property being submitted simultaneously? Yes ___ No ___

If yes, what other applications have been submitted? _____

Property Owner(s)' Consent:

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Application Submittals Required:

- Proof of interest in the subject property (Warranty Deed).
- Letter of Authorization, if applicable.
- All plans/studies identified during the Pre-Application Conference required for the Property Development Plan.
- Narrative description of existing use of property.
- Plans
 - Site Plan, drawn to scale and with scale indicated, showing the location of:
 - North arrow
 - Property lines, with dimensions of each side indicated
 - Buildings (existing and proposed), with setbacks from property lines indicated
 - Water line, sewer line, electric, and phone utilities (existing on site and/or proposed ties to proposed buildings)
 - *To locate utilities call Dig Line 800-342-1585*
 - Easements (utility easements, access easements, etc – both public and private)
 - Existing grade on site and proposed grade
 - Parking and loading areas (existing and proposed)
 - Traffic access or driveway (existing and proposed)
 - Traffic circulation on and through site
 - Landscaping and open spaces
 - Refuse and service areas (storage or trash cans or outdoor storage areas)
 - Existing signage and proposed signage
 - *Proposed signage may require a separate [Sign Permit Application](#)*
 - Exterior Lighting location(s) (existing and proposed)
 - **One paper 18"x24" copy for display, one paper 11" x 17" file copy, one paper 8"x11" for noticing must be submitted.**
 - Elevation drawings for proposed buildings, and existing buildings, where applicable
- Narrative statement evaluating effects of elements as noise, glare, odor, fumes, and vibration that your special use, conditional use, or variance will have on adjoining properties
- Narrative statement identifying surrounding land uses and discussing the general compatibility of the proposed use with adjacent and other properties in the district.
- Narrative discussion of the relationship of the proposed use to the Comprehensive Plan
 - The [City of Victor Comprehensive Plan](#) is available online at www.victorcityidaho.com
- Any other information as requested by the Administrator to determine if the proposed variance meets the intent and requirements of the Victor Development Ordinance.

1 digital copy of the entire application, including all narratives and site plan and elevation drawings where applicable, must be submitted. The digital copy can be submitted on a CD, or on a USB drive.

Process:

See the Victor Municipal Code: [Article 14.7.12.– Variance](#)

Appeals:

Applicants or affected property owners unsatisfied with the Planning and Zoning Commission’s decision, based on the identified criteria for approval, may submit in writing an appeal identifying the specific criteria that were not met, along with the associated fee, no more than 14 days after the written decision of the Planning and Zoning Commission’s decision are delivered.

The appeal will be heard by the City Council. Decisions of the City Council are final. Applicants or affected property owners shall have no more than 14 days after the written decision are delivered to request reconsideration by the Council. If still not satisfied with a decision of the City Council one may pursue appeals to District Court within 28 days of the written decision being delivered.

Fees:

Application \$745.00

Total Due \$_____

(Additional fees may be billed for direct charges, such as review by contracted specialists, etc)

For Office Use Only

Permit #: _____

Reviewed with Applicant by _____ **Date** _____
Signature

Planning and Zoning Administrator _____

Comments _____

Planning and Zoning Commission Hearing Date: _____

Reviewed by Public Works _____ **Date** _____

Reviewed By P&Z Chair _____ **Date** _____

Reviewed By Fire Chief _____ **Date** _____

Variance Approved: YES___ **NO**___ **CONDITIONS YES**___ **NO**___

Conditions for approval: _____

Follow Up Inspections _____ **Date** _____