



INSTRUCTIONS

1. GENERAL INFORMATION

PROJECT NAME
ADDRESS/LOCATION
TAX PARCEL NUMBER(S)

2. DE MINIMIS VARIANCE REQUESTED

I am requesting a variance from Land Development Code (LDC) Section(s) _____.

Please describe the project and how it varies from the LDC. (e.g., A side setback variance reduction from the required 10 feet to 9.5 feet for the purpose of constructing an addition onto an existing home)

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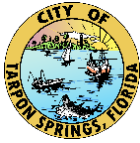
3. REVIEW PROCESS/STANDARDS

Per [LDC Section 215.02\(N\)](#), for de minimis variance applications of 5% or less of normal zoning requirements, and for which no letters of objection are received from all adjacent property owners after due notification, then such application shall be promptly considered by the City Manager, or his or her designee, without review by the Board of Adjustment.

If the City Manager, or his or her designee, denies such an application then the applicant may proceed to hearing before the Board of Adjustment as provided for in this Section, and without needing to pay an additional application fee.

De minimis variances shall only be granted if:

- (1) A structure or use at issue was constructed or commenced lawfully and with the proper permits; and
- (2) Such a variance would not be contrary to the public interest or give special benefit to the property owner requesting such a variance; and
- (3) The variance, if granted, would not be in violation of the City's Comprehensive Plan.



3. SIGNATURE(S)/AUTHORIZATION

APPLICANT/PROPERTY OWNER/AGENT SIGNATURE(S):

The information included in and with this application is completely true and correct to the best of my knowledge. Further, I understand that a detailed property management plan may be requested as a part of this application.

(Applicant's Signature)

(Date)

(Property Owner's Signature)

(Date)

(Agent's Signature)

(Date)