

# Variance Checklist

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General Submittal Requirements	
1.	Signed and Notarized Owner Affidavit
2.	The length of the boundaries of the lot measured to the nearest foot. Locations, square footages, and exterior dimensions, measured from outside wall to outside wall, of all existing and proposed buildings and structures. A plot plan may satisfy this requirement.
3.	A Justification Letter requesting a hearing by the Board of Zoning Appeals which shall state fully the grounds for the request, and all the facts upon which the appellant is relying, and shall address the following issues: <ul style="list-style-type: none"><li>• The request is justified by either or both of the following: (i) the property is exceptional due to narrowness, shallowness, or shape of the property; or (ii) the property contains exceptional topographic conditions or other extraordinary or exceptional situations or conditions;</li><li>• The strict application of the Zoning Ordinance would result in practical difficulties to or undue hardship upon the owner of the property (e.g. Why is your situation--not of personal or financial nature--not generally applicable to other properties throughout the City); and</li><li>• The relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Zoning Ordinance.</li></ul>
4.	Applicable drawings, illustrations, or exhibits that further describe the request
5.	Signed and Notarized Public Notice Affidavit to be submitted after the application submittal. Staff provides the Public Notice Letter and property owner addresses within a 500-foot buffer of the subject property. The applicant then submits a notarized Public Notice Affidavit after the application has been submitted.
6.	Any additional information as determined by the Department of Planning and Sustainability that will be necessary for review by the Department of Planning and Sustainability and/or by the Board of Zoning Appeals.