



# VARIANCE CHECKLIST (ACC 8-7-4)

A Variance Request is a **hearing level** application.

## GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	<b>MASTER APPLICATION FORM</b>	
	<b>DETAILED LETTER</b> by the applicant fully describing the request or project and addressing the following:	
	Reason for the variance request	
	Explain how the variance does not grant a right or special privilege that is not otherwise allowed in the base district:	
	Explain how the variance relieves an undue hardship due to the characteristics of the site:	
	Explain how the variance is not detrimental to the public health, safety, and welfare:	
	Identify the bulk and placement requirements of the ordinance a variance is being request for (in compliance with <b>Idaho Code 67-6516</b> ): Lot Size: <input type="checkbox"/> Lot Coverage: <input type="checkbox"/> Width: <input type="checkbox"/> Depth: <input type="checkbox"/> Front Yard: <input type="checkbox"/> Side Yard: <input type="checkbox"/> Rear Yard: <input type="checkbox"/> Setbacks: <input type="checkbox"/> Parking Space: <input type="checkbox"/> Height of Building: <input type="checkbox"/> Other Ordinance Provision affecting the size or shape of a structure or the placement of the structure upon lots, or the size of lots: <input type="checkbox"/>	
	What is the hardship if the variance is denied	
	Are there characteristics of the property that are unusual and make it necessary to obtain the variance: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Were you aware of this hardship prior to purchasing or developing your property: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	How does the request comply with Idaho Code 67-6516	
	<b>CURRENT SITE PLAN:</b> One (1) copy reduced to 8 ½" x 11"	
	<b>NEIGHBORHOOD MEETING CERTIFICATION</b>	
	<b>PRE-APPLICATION CONFERENCE NOTES</b>	
	<b>MUST COMPLY WITH SIGN POSTING REGULATIONS (ACC 8-7A-5)</b>	

	<b>APPLICATION FEE: \$550</b> <i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning &amp; Zoning Applications and Fees.</i>	
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Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.