

VARIANCE APPLICATION PROCEDURES

A REQUEST FOR A VARIANCE MUST CONTAIN THE FOLLOWING ITEMS:

1. Completed application for a permit that has been denied.
2. Completed application for a variance.
3. Letter from owner requesting the variance and the reasons for the request.
4. Complete description of the work to be done.
 - a) Building – Two (2) complete sets of plans must be submitted, drawn to scale with detailed dimensions of structural, mechanical, plumbing and electrical work.
 - b) Fence – Survey properly marked and stating the length, height and type of construction (such as type of wood and the construction thereof, type of metal, etc.)
5. Site Plan – Showing to scale the size and location of all new construction and all existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades. The site plan is to be drawn in accordance with an accurate boundary line survey.
6. Proper fees must be paid for public hearing:
 - a) Application for a variance and attached documents submitted to the Building Official for review; when the material is in order, proceed to step B.
 - b) Application for a variance and attached documents presented to the City Clerk with receipt for fee paid.
 - c) Application for a variance presented by the City Clerk to the City Council for setting of a public hearing date.
 - d) City Clerk provides appropriate public notice and informs applicant of public hearing date.
 - e) Applicant shall appear at the public hearing.
 - f) City Council may table, reject, alter or approve with or without conditions, the application for a variance.
7. A written statement detailing the start date of the work and expected completion date. At least a 24-hour notice of start of work shall be given to the Building Official.
8. Any permit issued shall become invalid if the authorized work is not commenced within six days (weather permitting) or if the authorized work is suspended or abandoned for a period of one (1) month after the time of commencement of work.
9. The permit may be withdrawn should a licensed contractor or a non-licensed contractor do work under a homeowner's permit; and the homeowners and contractor shall be subject to a fine or imprisonment. Each day that a violation continues shall be deemed a separate offense.