

FOR OFFICE USE ONLY

Application #: _____

Date Received _____

Major: _____ Minor: _____



**City of Prineville
Variance Application**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name: _____ Phone _____ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Property Owner: _____ Phone _____ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Business Name: _____ Phone _____ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Property location (address, intersection of cross street, general area) _____

Map # – Township _____ Range _____ Section _____ Tax Lot(s) _____

Present Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)

Present Land Use _____

PROJECT DESCRIPTION

Describe Project (explain your reason for variance) _____

PROFESSIONAL SERVICES (if applicable)

Architect/Designer/Engineer: _____ Phone ____/____

Address _____ City _____ State ____ Zip Code _____

Email _____

Builder or Agent: _____ Phone ____/____

Address _____ City _____ State ____ Zip Code _____

Email _____

**SUBMITTAL REQUIREMENTS
REQUIRED ITEMS TO BE SUBMITTED FOR VARIANCE REVIEW.**

Note: Additional information may be required depending on the actual project.

- Completed Application. The application must be signed by the property owner.
- Title Report, subdivision guarantee or similar *including legal description.*
- Fee
- Site plan and specifications drawn to scale showing the actual shape and dimensions of the property to be used.
- The existing and intended use of each building or structure.
- Streets and alleys bordering the property.
- Easements in existence on the property.

VARIANCES – Burden of Proof Standards

A variance may be granted unqualifiedly, or may be granted subject to prescribed conditions and limitations, provided that the following findings are evident. Please include an explanation under each of these circumstances to show how your request fits the criteria.

- That the literal application of specific provisions of the chapter would create practical difficulties for the applicant resulting in greater private expense than public benefit, however, a variance is not to be granted simply because it would afford the owner a higher profit or prevent a mere inconvenience.

That the condition creating the difficulty is not general throughout the surrounding area, but is unique to the applicant's site or property; therefore, the granting of the requested variance will not set a precedent for future applications.

That the conditions were not created by the applicant. A self-created difficulty will be found if the applicant knew or should have known of the specific restriction or provision at the time the sire was purchased. Self-created hardship also results when an owner and/or developer negligently or knowingly violates a provision of this chapter. A substandard lot, deliberately made so by the owner's conveyance, is considered a self-created hardship. Violations made in good faith, or circumstances arising from pre-existing conditions or circumstances are treated more leniently, as is the condition of an area defiance created by the expansion of a public right-of-way, public utility easement or other public use in the public interest.

In the case of a use variance, that the literal application of specific provisions of the chapter would result in an unnecessary hardship to the applicant and/or property owner. An unnecessary hardship will be found when there is no reasonable use of or return from the property as it may lawfully be used under the applicable provisions of this chapter. (Ord. 1057, passed 3-24-98).

By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the Community Development Director may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.

Applicant: _____ Date: _____
Signature

Property Owner: _____ Date: _____
Signature

Please note: additional information may be required by the Planning Department prior to the application being deemed complete.