



PLANNING DEPARTMENT
PO Box 330 • Phoenix, OR 97535
541-535-2050 • 541-535-5769 fax

Fee: Type II - \$600.00
Type III - \$2,500.00

VARIANCE APPLICATION

I. PROPERTY INFORMATION

- A. Location (address if available): _____
- B. Assessor's I.D.:
Township: _____ Range: _____ Section: _____ Tax Lot (s): _____
- C. Property Zoning Designation: _____
- D. Present Use of Property: _____
- E. Describe adjacent Land Uses (Example: Single-Family Home, Restaurant, Auto Repair, Etc.)
North: _____ East: _____
South: _____ West: _____

II. DESCRIPTION OF VARIANCE REQUEST

- A. This is a request for a Variance to Section(s) _____ of the City of Phoenix Development Code.
- B. Describe the nature of the variance: _____

- C. Attach a narrative statement explaining how your request for a variance satisfies the following criteria for the granting of a variance a **Type III** variance. (For criteria for **Type II** variances, please see Section 5.2.2 of the Phoenix Development Code):
- a. The proposed variance will not be materially detrimental to the purposes of this Code, to any other applicable policies and standards, and to other properties in the same land use district or vicinity;
 - b. A hardship to development exists which is peculiar to the lot size or shape, topography, or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the vicinity (e.g., the same land use district);

- c. The use proposed will be the same as permitted under this title and City standards will be maintained to the greatest extent that is reasonably possible while permitting reasonable economic use of the land;
- d. Existing physical and natural systems, such as but not limited to traffic, drainage, natural resources, and parks will not be adversely affected any more than would occur if the development occurred as specified by the subject Code standard;
- e. The hardship is not self-imposed;
- f. The variance requested is the minimum variance that would alleviate the hardship.

III. **SUBMITTAL REQUIREMENTS**

Submit one of each of the following Submittal Requirements for review by the City Planner. Once this “Application Package” is deemed complete, submit 20 additional “Application Packages” (excluding items 3 & 4) to the Planning Department.

1. Variance applications must be accompanied by a site plan drawn to scale and not larger than 24” x 36” in size. The site plan must clearly show what the variance is intended to accomplish. Plans must be collated and folded to a size not larger than 8 ½” x 14”. The submittal must also include a copy of an 8 ½ “x 11” reduction and one copy of an 8 ½” x 11” clear transparency.
2. Be filed with copies of a narrative statement that explains how the application satisfies each and all of the relevant criteria in sufficient detail for review and action;
3. Be accompanied by the required fee;
4. Include two sets of mailing labels for all property owners of record as specified in Chapter 4.1.5 – Type III Procedure (Quasi-Judicial), Section C (Notice of Hearing). The records of the Jackson County Department of Assessment and Taxation are the official records for determining ownership. The applicant shall demonstrate that the most current assessment records have been used to produce the notice list;
5. Include an impact study for all **Type III** applications. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, and the sewer system. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the applicant shall either specifically agree to the dedication requirement, or provide evidence that shows that the real property dedication requirement is not roughly proportional to the projected impacts of the development.

NOTICE TO APPLICANTS: Applications cannot be processed until all of the required information has been submitted and has been found to be complete.

