

**FOR OFFICE USE ONLY**

**Application #:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

(541) 454- 2743  
500 W. 1st Street  
P.O. Box 68  
Arlington, OR 97812



**City of Arlington  
Variance Application**

**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**PROPERTY OWNER AND APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY DESCRIPTION**

Location (address, intersection, general area): \_\_\_\_\_

Map # \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Tax Lot(s) \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Block \_\_\_\_\_

Lot(s)# \_\_\_\_\_ Zoning \_\_\_\_\_

Present Land Use \_\_\_\_\_

**SPECIFIC REQUEST:**      New Construction              Alteration              Change of Use

Please describe the proposal in detail:

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*A variance may be granted only in the event that all of the following circumstances exist:*

**Describe in detail** how exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography or other circumstances over which the owners of property since enactment of this ordinance have had no control.

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**Describe in detail** how the variance is necessary for the preservation of a property right of the applicant substantially the same as owners of other property in the same zone or vicinity possess.

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**Describe in detail** how the variance would not be materially detrimental to the purposes of this ordinance, or to property in the same zone or vicinity in which the property is located, or otherwise conflict with the objectives of any City plan or policy.

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**Describe in detail** how the variance requested is the minimum variance which would alleviate the hardship.

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**TO COMPLETE THIS APPLICATION,  
PLEASE SUBMIT THE FOLLOWING:**

Complete application: *signed by the property owner and the applicant*

Application fee

Proof of ownership

Letter of authorization signed by property owner (if an agent)

Building permit application

Photos/elevation drawings of proposed structure

Height of proposed structure

Flood elevation certificate (if located in floodplain)

ODOT access permits (if applicable)

Site plan – showing location, intent, and design of a project. A professional or novice sketch of the project must include but is not limited to:

Position on the lot

Lot dimensions

Setbacks

Proposed structures

Existing structures

Existing easements

Existing fences/height

Proposed fences/height

Street names accessing lot

Driveway location

Off-street parking

Utilities

Flood plain (if applicable)

Cut/fill (if applicable)

*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 City Recorder may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.*

*To properly process your land use application, the City may rely upon professional consultants to assist City Staff. All planning fees listed in the City Fee Schedule are deposits. Applicants will be charged the deposit or actual planning costs, whichever is greater. Final approval will not be issued with any outstanding balances.*

*Costs include, but are not limited to, advertising/public notice, mailings, legal counsel, planning consultant services, filings and engineering costs identified with the specific land use request.*

*After completion of the review process or after a final decision is rendered by either staff or City Council, the City will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the City.*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Property Owner : \_\_\_\_\_ Date: \_\_\_\_\_  
Signature