



THE CITY OF
ELM SPRINGS
APPLICATION & CHECKLIST FOR
A VARIANCE

FOR STAFF USE ONLY

Date Application Submitted: _____

FEE: \$ 100

Date Accepted as Complete: _____

B.O.A. Meeting Date: _____

Zone: _____

Application:

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Board of Adjustment agenda until this information is furnished.**

GENERAL INFORMATION: (Indicate where correspondence should be sent)

Representative: _____

Day Phone: (____) _____

Address: _____

email: _____

Property Owner: _____

Day Phone: (____) _____

Address: _____

email: _____

PROPERTY DESCRIPTION:

Site Address: _____

DESCRIPTION OF REQUEST: _____

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

√ _____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

√ _____ Date: _____

Checklist:

- 1. Completed application form.
- 2. Payment of the application fee: \$ 100
- 3. Proof of notification of adjacent property owners by certified mail. (15 Days prior to meeting)
- 4. Written explanation of the appeal **on separate sheet** (what is proposed by the applicant) demonstrating each of the following 3 criteria (required by ordinance):
 - A. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands structures, or buildings in the same district.
 - B. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
 - C. That the special conditions and circumstances do not result from the actions of the applicant.

Note: No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.
- 5. If possible, submit photographs which demonstrate where and why the variance is requested.