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|---------------------------|
| <u>Staff Use Only</u> |
| Application Number: _____ |
| Received By: _____ |
| Date: _____ |
| Fees Paid: \$ _____ |
| Complete: Y N |

ZONING

Variance Request Instructions

Requests for a variance from the requirements of the Zoning Code (Article 3 of the Craig Land Use Code) are decided by either the Planning Commission or administrative staff. Appeals of the decisions of the Planning Commission or administrative staff are heard and decided by the City Council acting as the Board of Adjustment. Before submitting the application, applicants should contact the City Building Department at (970)826-2013 to determine if the variance request can be handled administratively. The following information should be submitted to the City. For an explanation of the variance process, please see Craig Municipal Code 16.03.070.

REQUIRED FOR VARIANCE REQUESTS

Complete sets of these documents are required at the time of application. The required quantities are shown next to each item. Originals must be signed in blue ink.

| | Staff use only |
|---|-----------------------|
| 1. Application fee of \$ 250.00 or \$100.00 (administrative variance) as directed by staff. | Y N |
| 2. Completed <i>Land Use Application</i> form (marked for zoning variance). (1 copy) | Y N |
| 3. Title commitment (dated within 30 days of submission to City) or current proof of ownership. (1 copy) | Y N |
| 4. Letter including the following information: (1) explanation of variance being requested including the citation of that portion of the City Land Use Code from which relief is requested; (2) explanation of the exceptional condition, practical difficulty or unnecessary hardship that exists and requires the variance and (3) how the variance, if granted, will not be detrimental to the public good or create a conflict with the City Master Plan or impair the intent and purpose of the City Land Use Code. (1 copy) | Y N |
| 5. Map (24" high x 36" wide) typically a scale drawing depicting the property affected by the variance request including required, existing or proposed setbacks and any other information that will assist the Planning Commission, City Council and/or Board of Adjustment in understanding the variance request. (1 copy) | Y N |
| 6. List of names and addresses of property and mineral interest owners and mineral interest lessees within 150 feet of the property for which the variance is requested. (1 copy) | Y N |

Note:

The City will serve notice of the public hearing before the Planning Commission by publication of a notice in the local newspaper and by sending notices to the applicant, property owners and mineral owners/lessees within 150 feet and appropriate referral agencies. The applicant will also be required to post notice of the hearing on the site.