



CITY OF  
**JOHN DAY**

## Variance Application

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Township, Section, Range, and Tax Lot:** \_\_\_\_\_

**Zone:** \_\_\_\_\_ **Lot size:** \_\_\_\_\_

**Existing Use/Structure:** \_\_\_\_\_

**Proposed Use/Structure:** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Variance Request:** \_\_\_\_\_

\_\_\_\_\_



## **Review Criteria**

Planning staff may require the following information if applicable:

- Existing site conditions
- Site plan
- Preliminary grading plan
- Landscape Plan
- Architectural drawings of all structures
- Drawings of all proposed signs
- A copy of all existing and proposed restrictions or covenants
- Other information deemed necessary under section 5-4.4.040

## **Variance Application and Appeals**

- A. Application. The variance application shall conform to the requirements for Type II or III applications (Sections 5-4.1.030 or 5-4.1.040), as applicable. In addition, the applicant shall provide a narrative or letter explaining the reason for the variance request, alternatives considered, how the stated variance criteria are satisfied, and why the subject standard cannot be met without the variance.
- B. Appeals. Appeals of variance decisions shall be processed in accordance with the appeal provisions of Chapter 5-4.1.
- C. Expiration. A variance approval shall expire if not acted upon by the property owner within one (1) year of the City approving the variance. Where the owner has applied for a building permit or final plat, or has made site improvements consistent with an approved development plan (e.g., site design review or preliminary subdivision plan), the City Planning Official may extend the variance approval accordingly.



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## Signatures

Note: All owners must sign this application or submit a letter of consent authorizing another individual to submit application. Incomplete or missing information may delay the review process.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

**Date Stamp:**

**Received By:** \_\_\_\_\_

**Required Fee: \$** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **120 Day Deadline:** \_\_\_\_\_