



City of Silverton
306 South Water Street
Silverton, OR 97381
(503) 874-2207 Fax: (503) 873-3210

FOR OFFICE USE ONLY:

Planning File No. : _____

Date Received: _____ Fee: _____

Land Use Type: III

Received by: _____

VARIANCE APPLICATION

Project Name: _____

Applicant:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to Property Owner: _____	Email Address: _____
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Applicant's Representative:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to Property Owner: _____	Email Address: _____
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Property Owner(s):

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Site Information:

Address: _____

Assessors _____

Map/Taxlot #: _____

Current Use of Site: _____ Zoning Designation: _____

Required Attachments and Information:

- Site Plan.** Drawn to scale, in a scale large enough to clearly show the adjustment and containing the following information:
 - Lot dimensions and total lot area
 - Location of all existing and proposed structures, including distances to lot lines
 - Location of all existing or proposed improvements on the site, including driveways, sidewalks, decks, and patios.
 - Abutting streets, whether public or private.
 - Locations, dimensions, and nature of all easements on the property.

- Narrative.** Explain the proposal including the intent, nature, and proposed use of the development. In addition, explain how the proposed Variance meets **each and all** of the following review criteria in sufficient detail for review and decision-making:
 1. The proposed variance will not be materially detrimental to the purpose of this Code, to any other applicable policies and standards, and to other properties in the same zoning district or in the vicinity;
 2. A hardship to development exists that is peculiar to the lot size or shape, topography, wetlands, flood plains, or other similar circumstances related to the property over which the applicant has no control, and that are not applicable to other properties in the vicinity;
 3. 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;
 4. 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;
 5. The hardship is not self-imposed; and
 6. The variance request is the minimum variance that would alleviate the hardship.

- Deeds.** A copy of the deed(s) and legal description of the property.

- Posting Requirements.** At least ten (10) days prior to a public hearing the applicant shall post a sign supplied by the Community Development Department on the site where it is clearly visible to pedestrians and motorists. The sign must be returned within fourteen (14) days after the public hearing or the applicant will be billed \$300 dollars to replace the sign.

- Neighborhood Meeting.** A neighborhood meeting is encouraged for all Variance applications. Following any neighborhood meeting the applicant shall complete and submit the required documents to the City (meeting minutes, summary of public comments, attendance sheets, etc).

- Mailing List.** A certified list prepared by a title company or certified by the Marion County Tax Assessor's office with the names and addresses of all property owners within 500 feet of the subject site. The list shall be formatted to Avery 5160 (1" x 2 5/8") labels for reproducing by the City.

- Submittal Requirements.** For initial staff review five (5) printed copies of the application and attachments shall be submitted. In addition to the printed copies an electronic copy of the Narrative shall be submitted to the City.

Authorizing Signatures:

I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner's signature has not been provided below.

Property Owner(s):

Print or Type	Signature
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Print or Type	Signature
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Applicant(s) or Authorized Agent:

Print or Type	Signature
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Print or Type	Signature
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