CITY OF MCMINNVILLE
VARIANCE REQUEST FORM

1. This form must be completely filled out before the application will be accepted and placed on the City of McMinnville Board of Zoning Appeals agenda.
2. The Board of Zoning Appeals will hold a public hearing on the variance request and call a meeting within thirty days of receiving a completed variance request form. The board meets and holds public hearings in the council room on the second floor of McMinnville City Hall.
3. The Board of Zoning Appeals will hear evidence to determine if the conditions set forth in the City of McMinnville Zoning Code for the requested variance are met.
4. All variance requests reviewed by the Board of Zoning Appeals shall be decided within forty-five (45) days of the day of application, with a written notice being provided of approval or denial.

PROPERTY OWNER

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (WORK) _____ (HOME) _____

REPRESENTATIVE (if different from property owner)

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (WORK) _____ (HOME)_____

PROPERTY DESCRIPTION & LOCATION

ADDRESS: _____

TAX MAP IDENTIFICATION: MAP #: _____ GROUP # _____PARCEL # _____

SIZE OF PROPERTY (Acreage/square feet) _____

ATTACH PROPERTY MAP IF NEEDED

ZONING (Required):

CURRENT ZONING CLASSIFICATION: _____

VARIANCE REQUESTED: _____

STANDARDS FOR A VARIANCE

Under Title 14, Chapter 7, Section 14-708.3, of the City of McMinnville Zoning Code, the Board of Zoning appeals shall ascertain that the following are met:

a. The particular physical surrounding, shape, or topographic conditions of the specific property involved would result in a particular hardship upon the owner as distinguished from a mere inconvenience, if the strict application of the zoning resolution were carried out;
b. The conditions upon which the petition for a variance is based would not be applicable, generally, to other property within the same zoning district;
c. The variance will not authorize, in a zone district, activities other than those permitted by the zoning ordinance;
d. Financial returns only shall not be considered as a basis for granting a variance;
e. The alleged difficulty or hardship has not been created by any person having an interest in the property after the effective date of the zoning code;
f. The granting of the variance requested will not confer on the applicant any special privilege that is denied by the zoning code to other lands, structures, or buildings in the same zoning district;
g. The variance is the minimum variance that will make possible the reasonable use of the land, building, or structure;
h. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the area in which property is located; and
i. The proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion of public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the area.

_____ _____
PROPERTY OWNER SIGNATURE DATE

_____ _____
REPRESENTATIVE SIGNATURE (if different from property owner) DATE

YOU ARE REQUESTED TO ATTEND THE PUBLIC HEARING
TO ANSWER ANY QUESTIONS CONCERNING YOUR VARIANCE REQUEST

For Office Use Only:

Date Received: _____ By: _____

$50.00 Fee Paid _____ Date Approved _____ Date Denied _____

Condition(s) listed in granting of variance request, or reason(s) for denial.

_____
_____
_____
_____

Conditions agreed to by Applicant

_____ Date _____