

Variance Proposal Review Worksheet

For the planning commission to approve a proposed variance, that variance proposal must meet five requirements. This worksheet is used by the planning commission to determine if the five requirements have been met. If they are all met, the variance may be approved. If one or more of the requirements are not met, the variance is denied.

Will the variance proposal put the property to use in a reasonable manner?

Yes No

Reasoning:

Is the variance proposal due to circumstances unique to property?¹

Yes No

Reasoning:

Will the variance proposal maintain the locality's essential character?²

Yes No

Reasoning:

Is the variance proposal in harmony with the purpose and intent of the ordinance(s)?

Yes No

Reasoning:

¹ Uniqueness cannot be created by landowner. Must be due to the physical characteristics of the property (land or structure). Property must be different from other pieces of property.

² Resulting structure must be consistent with the surrounding area, be of a scale similar to surrounding structures in the area, and should not be out of place compared to the surrounding area.

Is the variance proposal consistent with the city's Comprehensive Plan?

- Yes No

Reasoning:

Ruling

- The proposal meets all the above requirements and is **approved**.
- The proposal fails to meet one or more of the above requirements and is **denied**.

Reasoning:

Planning Commission Member Signature

Date

Planning Commission Member Printed Name