



# VARIANCE APPLICATION

Application Number
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Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | [www.ch.utah.gov](http://www.ch.utah.gov)

<b>Property Address</b>	
<b>Brief Variance Description</b>	
<b>Property Owner (Name and Company)</b>	
<b>Property Owner Mailing Address</b>	
<b>Property Owner Phone</b>	
<b>Property Owner Email</b>	
<b>Applicant (Name and Company)</b>	
<b>Applicant Mailing Address</b>	
<b>Applicant Phone</b>	
<b>Applicant Email</b>	
<b>Application Date</b>	
<b>Applicant Signature</b>	
<b>FOR OFFICE USE ONLY</b>	
<b>Project Zoning (Including Overlay)</b>	
<b>Fee Paid (Amount and Date)</b>	

This application coversheet and all required attachments from the following checklist should be **submitted in digital format** to the Community and Economic Development Department at [planning@ch.utah.gov](mailto:planning@ch.utah.gov).

Please note that all items will be required at the time of formal submittal, unless otherwise specified by staff. Staff reserves the right to request additional materials as deemed necessary. A complete application and materials must be submitted by the month prior's public meeting date, in order to be eligible for the upcoming meeting agenda. Please contact staff at [planning@ch.utah.gov](mailto:planning@ch.utah.gov) with questions about these dates. Submitting an application by this date does not guarantee scheduling for the upcoming meeting, as additional information or extended staff review may be necessary.

## GENERAL

- Application Coversheet (Page 1)
- Application Narrative (Page 3)
- Signed Consent Form (Page 4)
  - Only required if applicant is different than property owner

## VARIANCE REQUIREMENTS

- Site Photographs
  - Exterior photographs of building/property
  - Interior photographs if applicable
- Site Plan
  - Location of existing and proposed buildings and additions and their dimensions
  - Distances on all sides between buildings and property lines
  - Generalized floor plan showing dimensions and sq. footages (if applicable)

## OTHER REQUIRED ITEMS INCLUDE:

***The above text box is reserved for office use only, for staff to indicate any additional items that are required for this project.***

## APPLICATION NARRATIVE

Your narrative will be considered an integral part of your application and should provide a comprehensive overview of your project, including, but not limited to the following elements. **Please note that staff reserves the right to deem any application lacking appropriate narrative detail as incomplete.**

- Describe the specific feature or features of the proposed use, construction or development that require a variance.
- Describe the specific provision of zoning ordinance (Title 19 Zoning) from which the variance is sought and the precise variance being sought.
- Describe the characteristics of the subject property that prevent compliance with the provisions of this title and result in unnecessary hardship.
- Describe the minimum variation of the provisions of this title that would be necessary to permit the proposed use, construction or development.
- Give an explanation of how the application satisfies each standard in City Code 19.92.030 Subsection C (listed below)
  - The specific feature or features of the proposed use, construction or development that require a variance;
  - The specific provision of this title from which the variance is sought and the precise variance being sought;
  - A statement of the characteristics of the subject property that prevent compliance with the provisions of this title and result in unnecessary hardship;
  - A statement of the minimum variation of the provisions of this title that would be necessary to permit the proposed use, construction or development;
  - An explanation of how the application satisfies each standard set forth in Subsection C of this section; and
  - Any other information identified by the director to be pertinent to the requested variance.

## OWNER'S CONSENT FORM

I/we, the Undersigned, do hereby grant permission to:

\_\_\_\_\_

To act on my/our behalf for the purpose of the following application:

\_\_\_\_\_

Owner(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

State of UTAH

County Of: \_\_\_\_\_ } ss.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, personally known to me, or whose identity I verified on the basis of their \_\_\_\_\_, or on the oath of \_\_\_\_\_, a credible witness whose identity I verified on the basis of their \_\_\_\_\_, to be the person(s) whose name(s) is/are subscribed to in this instrument and acknowledged that they executed the same.

\_\_\_\_\_

Notary Public

\_\_\_\_\_

Notary Commission Expiry Date

