

1025 MEADE ST • 605-269-2247

CITY OF WHITEWOOD VARIANCE APPLICATION

VARIANCE PROCEDURE:

THE FILING FEE FOR A VARIANCE IS \$75.00. (NON-REFUNDABLE)

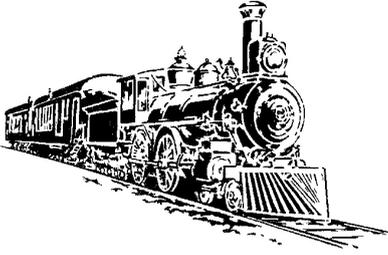
1. DISCUSS THE PROPOSED APPEAL WITH THE BUILDING INSPECTOR. RECEIVE A WRITTEN DENIAL OF YOUR BUILDING PERMIT FROM THE BUILDING INSPECTOR.

2. COMPLETE THE APPLICATION, SIGN AND RETURN WITH PAYMENT TO THE CITY FINANCE OFFICE. IN ADDITION TO THE ABOVE YOU WILL NEED TO PROVIDE A WRITTEN SUMMARY OF YOUR REQUEST, INCLUDING THE FOLLOWING ITEMS:
 - ✓ APPLICANT'S NAME AND ADDRESS AND THE NAMES AND ADDRESSES OF ALL ADJOINING LANDOWNERS.
 - ✓ A DETAILED DESCRIPTION OF THE VARIANCE REQUESTED AND THE NEED FOR THE VARIANCE.
 - ✓ A NARRATIVE DEMONSTRATING THAT THE REQUIREMENTS FOR GRANTING VARIANCES AS OUTLINED ABOVE WILL BE MET IF THE VARIANCE IS GRANTED.

3. UPON SUBMITTAL OF THE ABOVE ITEMS, STAFF WILL PROVIDE YOU WITH THE DATES AND TIMES OF THE FOLLOWING MEETINGS: (THESE DATES ARE SUBJECT TO CHANGE)
 - PLANNING COMMISSION REVIEW AND RECOMMENDATION MEETING: (4TH WEDNESDAY)
 - CITY COUNCIL PUBLIC HEARING: (1ST AND 3RD MONDAY)

4. ORDER OF MEETINGS AND REQUIREMENTS:
 - ✓ APPLICATION SHALL BE REVIEWED BY THE PLANNING COMMISSION WITHIN
 - ✓ PLANNING COMMISSION SHALL GIVE A RECOMMENDATION TO THE CITY COUNCIL
 - ✓ THE COUNCIL SHALL SCHEDULE A PUBLIC HEARING FOR APPLICATION.
 - ✓ LEGAL NOTICE OF SAID HEARING SHALL BE PUBLISHED IN THE LEGAL NEWSPAPER 10 DAYS PRIOR TO THE SCHEDULED HEARING
 - ✓ APPLICANT SHALL NOTIFY ALL PROPERTY OWNERS BY CERTIFIED MAIL WITHIN 200 FEET, 5 DAYS PRIOR TO THE SCHEDULED HEARING. THIS NOTICE SHALL INCLUDE INFORMATION REGARDING THE USE ON REVIEW AND THE TIME, DATE AND LOCATION OF HEARING.
 - ✓ CITY COUNCIL SHALL HOLD THE PUBLIC HEARING AND MAKE A DECISION TO APPROVE/DENY THE VARIANCE WITHIN 15 DAYS.

5. IT IS RECOMMENDED THAT THE PETITIONER OR A REPRESENTATIVE ATTEND THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS TO ANSWER ANY QUESTIONS.



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PETITIONER: _____

ADDRESS: _____

PHONE: _____

OWNER: _____

ADDRESS: _____

PHONE: _____

REQUESTED VARIANCE _____

PHYSICAL HARDSHIP: _____

LOCATION OF PROPERTY: _____

LEGAL DESCRIPTION: _____

ACREAGE: _____ PRESENT ZONING: _____

EXISTING LAND USE: _____ PROPOSED LAND USE: _____

SURROUNDING ZONING NORTH: _____ SOUTH: _____ EAST: _____ WEST: _____

PHYSICAL CHARACTERISTICS: _____ UTILITIES: _____

THE OWNER, APPLICANT, OR AUTHORIZED AGENT, ACKNOWLEDGES: THAT HE/SHE HAS READ AND RECEIVED A COPY OF THE INSTRUCTION SHEET AND THIS APPLICATION FORM CONCERNING THE FILING AND HEARING OF THIS MATTER; THAT HE/SHE AUTHORIZES THE CITY OF WHITEWOOD STAFF AND DESIGNEES TO ENTER ONTO AND INSPECT THE ABOVE-DESCRIBED PROPERTY; AND THAT HE/SHE HAS BEEN ADVISED OF THE \$100 FEE REQUIREMENTS AND THEY HAVE BEEN PAID.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

PLANNING/ZONING MEETING: _____ DATE OF PUBLICATION: _____

APPROVED REJECTED

CITY COUNCIL MEETING: _____ DATE OF PUBLICATION: _____

APPROVED REJECTED

APPLICATION FEE PAID: _____ CHECK# _____

ADMIN OFFICIAL: _____ DATE: _____