

# Town of Dutch John



PO Box 235

Dutch John, UT 84023

www.dutchjohn.org

*For Office Use Only:*

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Received By: \_\_\_\_\_ Cash/Check/CC: \_\_\_\_\_

Assigned To: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ File No. \_\_\_\_\_

Information Complete     YES     NO

## VARIANCE

### APPLICATION & SUBMITTAL CHECKLIST

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Agent (If applicable): \_\_\_\_\_ Agent's Phone: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Tax ID of Subject Property: \_\_\_\_\_ Zone District: \_\_\_\_\_

**Proposed Variance:** Describe, use extra sheet if necessary

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### This application shall be accompanied by the following:

*Applicant*

#### 1. Check List

*Staff*

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | The property owner's name and address and the owner's signed consent to the filing of the application;                   | <input type="checkbox"/> |
| <input type="checkbox"/> | The applicant's name and address, if different than the owner, and the applicant's interest in the subject property;     | <input type="checkbox"/> |
| <input type="checkbox"/> | The names and addresses of all professional consultants, if any, advising the applicant with respect to the application; | <input type="checkbox"/> |
| <input type="checkbox"/> | The address and legal description of the subject property;   | <input type="checkbox"/> |
| <input type="checkbox"/> | County ownership plat numbers identifying the property; and  | <input type="checkbox"/> |
| <input type="checkbox"/> | Noticing and posting requirements shall be met as specified in this title.   | <input type="checkbox"/> |

- A site plan drawn to scale identifying all property lines, structures, including primary and accessory structures, fences, right-of-way, and their respective distances from the property lines;
- An elevation drawing to scale showing all elevations of existing and proposed structures;
- When the variance involves building height a streetscape plan showing the height of the buildings on both sides of the street to the nearest intersection;
- When the variance involves grade changes, a topographical drawing prepared by a licensed surveyor shall be included. The existing topography shall be shown in dashed lines at two-foot (2') intervals and the proposed grade shall be shown in solid lines at two-foot (2') intervals. All retaining walls shall be identified and the height shall be shown on the plan relative to the proposed grades. Retaining walls shall be designed by a structural Engineer licensed to practice in the State; and
- A color aerial plat map of the area, not less than 14" x 20" and showing the area of the requested variance and at least 500 feet on each side of the area.
- 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 this chapter;
- Any other information identified by the Planning and Zoning Commission to be pertinent to the requested variance.

**NOTE: It is important that all applicable information noted above is submitted with the application. An incomplete application will not be scheduled for Planning & Zoning Commission consideration. Once your application is deemed complete, it will be put on the agenda for the next Planning Commission meeting.**

**Reference Chapter 17, APPEALS AND VARIANCES;**

**Section 1702 - Variances:**

**(3) Procedures**

OFFICE USE ONLY

Variance: \_\_\_\_ Approved \_\_\_\_ Denied Date: \_\_\_\_\_

Notes / Special Conditions:

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Attest: \_\_\_\_\_ Town Clerk

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