

**CITY OF HARRISON**  
**VARIANCE APPLICATION**

**SUBMITTALS**

A variance request is made by submitting the following information to the City Clerk

1. The completed attached form and checklist.
2. An owner's list prepared by a title insurance company, listing the address of all property owners within 300 feet from the external boundaries of the property described in the application. The list shall be prepared using the last known name and address of such owners as shown on the latest adopted tax roll of the county:
3. A residents' list prepared by the applicant, listing the addresses of all residential property that is not owner occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application
4. A set of drawings ( as prescribed in the attached form );
5. Other information as may be required by the Planning Commission;
6. A fee prescribed as \$215.00 (payable to the City of Harrison).

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**ADDITIONAL REQUIREMENTS**

**1.** The applicant is required to post a public hearing notice, provided by the City Clerk , on the subject property at a location visible from the nearest public road.

This posting must be done (1) one week prior to the date of Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted and by whom is also required.

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Received: City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Received: Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Planning: \_\_\_\_\_ Date: \_\_\_\_\_

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Please type or print the following required information:

**APPLICANT:**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Filing Capacity:**

1. Recorded property owner as of \_\_\_\_\_  
(date)
2. Purchasing (under contract) as of \_\_\_\_\_  
(date)
3. The Lessee or Renter as of \_\_\_\_\_  
(date)
4. The authorized agent of any of the foregoing, duly authorized in writing.  
(Written authorization must be attached to the application).

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**Engineer and/or Architect:**

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**PROPERTY:**

Legal Description of Property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Size of Area Involved: \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq.ft.

Total Net Area (land area exclusive of proposed or existing public streets and other public lands): \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq. ft.

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**CERTIFICATION FOR ADDRESS LISTS**

**OWNERSHIP LIST**

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under “Submittals”.

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_  
(title company) (date)

**RESIDENTS LIST**

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under “Submittals”.

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_  
(title company) (date)

**JUSTIFICATION**

A variance may be requested from a provision of the zoning ordinance with respect to a modification of the requirements of lot size, lot coverage, width, depth, front yard, side yard, rear yard, setbacks, parking space, height of buildings, or other provisions affecting the size or shape of a structure or the placement of the structure upon lots, or the size of lots.

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A variance shall not be considered a right or special privilege, but may be granted only upon a showing of undue hardship because of characteristics of the site and that the granting of a variance rests with the applicant. Prior to approving a variance, the Planning Commission is required to make Findings of Fact. Findings of Fact represent the official determination of the Planning Commission and specify why the variance is granted. The **BURDEN OF PROOF** for why the variance is necessary rests on the applicant. Your narrative should address the following points:

A description of your request; \_\_\_\_\_

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B. The undue hardship caused by the physical characteristics of the site; \_\_\_\_\_

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JUSTIFICATION continued:

C. The compatibility of this request with the public interest; \_\_\_\_\_

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D. What, if any, detrimental effects that this request would have on the public welfare,  
and on property and improvements in the vicinity; \_\_\_\_\_

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E. Any other justification that you feel are important and should be considered by the  
Planning Commission. \_\_\_\_\_

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Attach site and/or building plans which illustrate the request.

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**CERTIFICATION OF APPLICANT:**

\_\_\_\_\_, being duly sworn, attests that \_\_\_\_\_

\_\_\_\_\_ is the applicant of this request and knows the contents

thereof to be true to \_\_\_\_\_ knowledge.

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_

(seal)                      day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public of Idaho

Residing at:

My commission expires:



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**CERTIFICATION OF OWNER:**

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signed by Owner: \_\_\_\_\_