

FOR OFFICE USE ONLY

Application #: _____

Date Received: _____

**City of Wasco
Variance Application**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____

Phone _____

Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Email _____

Property Owner _____

Phone _____

Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Location (address, intersection, general area): _____

Map # _____ Township _____ Range _____ Section _____

Tax Lot(s) _____

Subdivision Name _____ Block _____

Lot(s) # _____ Zoning _____

Present Land Use _____

SPECIFIC REQUEST: New Construction Alteration Change of Use

Please describe the proposal in detail:

A variance may be granted only in the event that all of the following circumstances exist:

Describe in detail how exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography or other circumstances over which the owners of property since enactment of this ordinance have had no control.

Describe in detail how the variance is necessary for the preservation of a property right of the applicant substantially the same as owners of other property in the same zone or vicinity possess.

Describe in detail how the variance would not be materially detrimental to the purposes of this ordinance, or to property in the same zone or vicinity in which the property is located, or otherwise conflict with the objectives of any City plan or policy.

Describe in detail how the variance requested is the minimum variance which would alleviate the hardship.

**TO COMPLETE THIS APPLICATION,
PLEASE SUBMIT THE FOLLOWING:**

- Complete application: *signed by the property owner and the applicant*
- Application fee
- Proof of ownership
- Letter of authorization signed by property owner (if an agent)
- Building permit application
- Photos/elevation drawings of proposed structure
- Height of proposed structure
- Flood elevation certificate (if located in floodplain)
- ODOT access permits (if applicable)
- Site plan – showing location, intent, and design of a project. A professional or novice sketch of the project must include but is not limited to:
 - Position on the lot
 - Lot dimensions
 - Setbacks
 - Proposed structures
 - Proposed fences/height
 - Street names accessing lot
 - Driveway location
 - Off-street parking

Existing structures
Existing easements
Existing fences/height

Utilities
Flood plain (if applicable)
Cut/fill (if applicable)

By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the City Recorder may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.

Applicant: _____ Date: _____
Signature

Property Owner : _____ Date: _____
Signature

Please note: additional information may be required by the City prior to the application being deemed complete.