

VARIANCE

APPLICATION SUBMITTAL

the planning department will only accept applications that meet all submittal requirements

1

PLANNER ASSIGNMENT

applications submitted on monday by 5 pm will be assigned to a planner on tuesday at 9 am

2

COMPLETE APPLICATION

application is given a cursory review by the project planner to check all requirements - comments and anticipated schedule are sent to the applicant within seventy-two hours from when the application was assigned

3

DEVELOPMENT REVIEW MEETING

development review meetings occur every second and fourth wednesday of the month - if the application is deemed complete the project planner, on behalf of the applicant, will meet with representatives of local utility companies, building department, legal department, and engineering department to discuss the anticipated impacts of all the proposed application

4

APPLICANT INFORMATION

following development review meeting it may be necessary for the applicant to provide additional materials and information to the planning department before the project can proceed

5

STAFF ANALYSIS

the project planner will prepare a staff report based on expert analysis of the information submitted - the property will be posted and a courtesy mailing will be sent to property owners within 300 feet fourteen days prior to the hearing

6

BOARD OF ADJUSTMENT HEARING

the board of adjustment meets the first or third tuesday of the month as needed - final decisions of the board may be appealed to district court within thirty days of the date of the decision

7

ACTION LETTER

applicant will receive a letter outlining the decision of the board of adjustment along with the final findings of fact, conditions of approval, and/or conclusions of law

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