



Change of Use and Variance Application

Applicants must present their application to the zoning commission. Complete all information areas that apply to your request. For assistance completing this application, contact the zoning commission.

REQUESTED ACTION **Change of Use** **Zoning Ordinance Variance**

CHANGE OF USE - An alteration in the permitted use of land or existing structures. Such a change may result in a difference of how the zoning ordinance is applied to the specific property.

VARIANCE - A relaxation of the terms of the code where such variance will not be contrary to the public interest and where the literal enforcement of the code would result in unnecessary and undue hardship to the property owner.

Present Use/Ordinance Text Article _____ Sec _____ Applicable to the Variance

Proposed Use/Ordinance Variance Requested _____

Supporting Statement (List special conditions where denial of the change of use/variance would result in unnecessary hardship)

- Hardship is unique to the property Change is in harmony with the intent of the Comprehensive Plan
- Request is the minimum variance required Request does not grant special privileges to owner
- Literal enforcement would deprive the applicant of rights enjoyed by surrounding property owners

Legal Property

Description/Address _____

Owner _____ Occupant _____

(if different from owner)

Surrounding Land Use and Zoning District Designations (circle all that apply)

North Use _____ R-1 R-2 MH-1 MH-2 C I A RC F Other _____

South Use _____ R-1 R-2 MH-1 MH-2 C I A RC F Other _____

East Use _____ R-1 R-2 MH-1 MH-2 C I A RC F Other _____

West Use _____ R-1 R-2 MH-1 MH-2 C I A RC F Other _____

If the change requested is for new construction, provide the plans for the development and the impact to the surrounding area and the city.

A map of the property affected and the all surrounding properties showing the district annotations shall accompany this application upon submission.

Applicant(s) Name _____

Applicant Address _____

Phone Number: _____ Fax Number: _____

Email: _____ Date of Request _____

Owner: ____ Tenant: ____ Other: _____

Owner(s) Name _____
(If different from applicant)

Owner Address _____

Phone Number: _____ Fax Number: _____

Email: _____ Date of Request _____

All property owners within 150 feet of any areas affected by the proposed change should be notified and at least 80% must approve of the requested Change of Use or Variance. Provide a thorough description of the Change of Use or Variance request to inform surrounding property owners. Attach any additional documents.

List all affected property owners

<u>Owner</u>	<u>Address</u>	<u>Signature of Approval</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR OFFICIAL USE ONLY

Special Conditions Assigned to Property Owner in Conjunction with the Granting of this Change of Use or Variance

Commission
Date of Meeting _____ Recommendation
 Approval Denial Initials _____

City Council
Date of Meeting _____ Approved Denied Initials _____

Date Change of Use _____
Filed with Hettinger _____
County Auditor _____ City Auditor _____