



VARIANCE

Permit info: _____

Application Date: _____ Rec'd by: _____

FOR OFFICE USE ONLY

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APPLICANT

Name:

Email Address:

Phone:

PROPERTY AND VARIANCE REQUEST INFORMATION

Site address:

Existing Use:

Surrounding uses:

Description of the requested variance.

How is the property deprived, by a provision of this Title, of rights and privileges enjoyed legally by other properties in the vicinity and under the applicable zoning district because of the unique size, shape, topography or location of the subject property (a finding of undue hardship)?

How does the need for a variance not result from the actions of the applicant or property owner?

How will granting a variance not unreasonably diminish either the health, safety or welfare of the community or neighborhood?

Why is a variance the only reasonable alternative to overcome the undue hardship?

Why is a variance the minimum relief necessary to allow reasonable use of the subject property?

ALL BLUEPRINTS MUST BE FOLDED INTO 8^{1/2}" X 11" SIZE WITH THE TITLE BLOCK/PANEL FACE UP SO AS TO FIT WITHIN A LEGAL SIZE FILE FOLDER.

APPLICATION INFORMATION REQUIRED (PLEASE CHECK)

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

- | | | | |
|--------------------------|--|--------------------------|---------------------|
| <input type="checkbox"/> | Planning Submittal Form | <input type="checkbox"/> | Statement of Intent |
| <input type="checkbox"/> | Fifteen (15) Site Plan | | |
| <input type="checkbox"/> | Any other data or information to support the request for variance. | | |

INFORMATION FOR STATEMENT OF INTENT (PLEASE CHECK):

- Should include purpose, scope, and intent of project
- Information concerning noxious uses, noise, vibration, and any other aspects of the use or structure that may impact adjacent properties or the surrounding community

INFORMATION REQUIRED ON SITE PLAN (PLEASE CHECK):

- 24" x 36" size minimum
- Scale not less than 1" = 20', legend, and north arrow.
- Property boundary, dimensions, setbacks and parcel size.
- Location of the proposed building, improvement, sign, fence or other structure, and the relationship to the platted building envelope and/or building zone
- Building envelope dimensions with the center of the envelope location established in relation to the property lines
- Adjacent public and private street right of way lines
- Total square footage of all proposed structures calculated for each floor. If the application is for an addition or alteration to an existing building or structure, then the new or altered portions shall be clearly indicated on the plans and the square footage of new or altered portion and the existing building shall be included in the calculations
- For uses classified as drive-through, the site plan shall demonstrate safe pedestrian and vehicular access and circulation on the site and between adjacent properties as required in Section 8-2C-13 of Title 8.