

Variance Process

May take one to two months, Board of Adjustment Action Required for Approval

1.

Submittal

Application, fee, site plan, and narrative justifying how the request meets legal principles in section 92.03 (4)(D)(I) submitted to the Planning and Development Department (P&D)

Attorney or engineer may be used to prepare application, but not required

Other information deemed necessary may be required

2.

Review

County Staff review complete submittal

Comments provided within 2-4 days, applicant responds in 2-4 days

Revisions to the request and multiple rounds of review comment are typical

3.

Notice

P&D staff send notice one week prior to Board of Adjustment meeting once a submittal is complete and in final draft

Property owners within ¼ mile, cities, school districts, & utilities are notified

Applicant encouraged to contact neighbors prior to notice

4.

Board of Adjustment Meeting

P&D staff prepare staff report with recommendation and place request on the Board of Adjustment agenda for discussion, consideration, and action

Applicant and public may address the Board after a staff presentation

The BOA's approval may include conditions

5.

Record

If the request is approved by the Board of Adjustment, P&D staff record the variance permit; Variances are null and void at the end of 6 months if substantial action has not been taken to accomplish the purpose for which the variance was granted

Appeal of BOA's decision may be filed with district court within 30 days

Variance runs with the land—not specific to current property owner