

VARIANCE APPLICATION INFORMATION

APPLICATIONS

Receipt and acceptance of applications are two different things. Variance applications will be date stamped on the date they are received in the office. **Applications will be reviewed for completeness within seven days of receipt.** Staff will notify applicant of missing information within the seven-day period. The completed information must be received by the city staff at least 25 days before the next Planning Commission meeting, so that all neighbors within 200 feet of the applicant can be notified. The cut-off date for completed applications that go to a Planning Commission hearing will be communicated to the applicant.

BUILDING PERMIT APPLICATION

A building permit application will not be signed by the City Representative until the variance has been approved, and all required fees have been paid to the City.

ATTACHMENTS:

The following attachments must accompany this application before it can be accepted by the City:

- a. One copy of a site plan, drawn to scale, and including all proposed improvements or development with relevant measurements and other information necessary to evaluate the application.
- b. A list of the names, addresses, and tax lot numbers of all property owners situated within 200 feet, including public rights-of-way, of the external boundaries of the property affected by the application. Such names, addresses, and tax lot numbers shall be those listed on the last preceding tax roll of the Harney County Assessor.
- c. If the application is filed by an authorized agent of the affected property owner, a written copy of such authorization must be submitted.
- d. Filing Fee: Actual Costs, \$500 deposit must be paid to the City of Burns on the date the application is submitted.

CITY OF BURNS VARIANCE APPLICATION

APPLICANT:

Name(s) _____

Address _____

Business Phone _____ Home Phone _____

Owner (if other than applicant)

Name _____

Address _____

Business Phone _____ Home Phone _____

PROPERTY DESCRIPTION:

Lot(s) _____ Block(s) _____

Addition _____

Street Address _____

Currently Zoned _____ Total Sq. Footage _____

EXISTING EASEMENTS:

Purpose and Description _____

Volume and Page Number _____

EXISTING DEED RESTRICTIONS

Purpose and Description _____

Volume and Page Number _____

SPECIFICATIONS OF REQUEST

Type of Variance _____

Ordinance requires _____ Amount proposed _____

**SITE PLAN REVIEW INFORMATION
SITE PLAN CHECKLIST**

- _____ Plan must be to scale.
- _____ Lot dimensions.
- _____ Location, size, and height of all existing and proposed buildings.
- _____ Setbacks from all property lines and distances between existing and proposed buildings.
- _____ Locations and dimensions of all driveways and parking areas.
- _____ Number of parking spaces and internal traffic circulation pattern.
- _____ Size and location of existing and proposed curb openings (access from street to property), and distance to curb openings on adjacent properties.
- _____ All points of entrance and exit for pedestrians and vehicles.
- _____ General nature and location of all exterior lighting.
- _____ Outdoor storage and activities, and height and type of screening.
- _____ Conceptual drainage and grading plan.
- _____ Location, size, height, material and method of illumination of existing and proposed signs.
- _____ Location of existing utilities, easements, and rights-of-way.
- _____ Location, size, and use of anything proposed underground, i.e. Storage tanks, septic systems, heat transfer coils, etc.
- _____ Location of existing fire hydrants.
- _____ Location and dimension of all areas devoted to landscaping, and a general description of proposed planting and materials, i.e. trees, rocks, shrubs, flowers, bark.

NOTICE: IF YOUR PROJECT IS LOCATED IN THE FLOOD ZONE, FEMA WILL REQUIRE THREE (3) ELEVATION CERTIFICATES WHETHER YOU CARRY FLOOD INSURANCE OR NOT. THEY WILL REQUIRE ONE FOR THE PRE-CONSTRUCTION PHASE, ANOTHER ONE DURING CONSTRUCTION (FOUNDATION) AND ONE WHEN YOU ARE FINISHED WITH THE CONSTRUCTION. THEREFORE, YOU MUST PROVIDE THE CITY OF BURNS WITH ALL THREE ELEVATION CERTIFICATES.

APPLICANT AND OWNERS STATEMENT

As the applicant(s) and/or owner(s) of the property described above, I/We realize that this application rests upon the above answers and accompanying data, and do hereby affirm and certify under penalty of perjury that the foregoing statements and answers are in all respects true and correct to the best of my/our knowledge.

APPLICANTS:

_____	_____	_____
Printed	signature	date
_____	_____	_____
Printed	signature	date

OWNER(S) if other than applicant:

_____	_____	_____
Printed	signature	date
_____	_____	_____
Printed	signature	date

ADMINISTRATIVE STAFF:

_____	_____	_____
Printed	signature	date
_____	_____	_____
Printed	signature	date
_____	_____	_____
Printed	signature	date