



Guidelines for Variance Approval

1. Use variances are not allowed as they are determined by the Planning Commission.
2. The variance request must be specific. For example, if there would be only 25 feet from the edge of the deck that you would like to build to the rear lot line, and the Zoning Code requires a 35 feet of rear setback, the variance request might be written as follows:

"The present code requires 35 feet of rear setback. We request 25 feet of setback. A variance of 10 feet of rear setback is requested."
3. The “practical difficulty” or “hardship” that is caused by the code or ordinance, or loss of reasonable use of the property as zoned, must be indicated on the application. An example of a practical difficulty could include; if the property is odd-shaped, causing the need for a variance. **It is the responsibility of the applicant to prove hardship, and this portion of the petition must be prepared by the applicant.**
4. Economic hardships and self-imposed hardship **are not** grounds for a variance.
5. It may help to show neighborhood support for granting your variance because that would support a lack of harm to the public interest. This may include a neighbor speaking in favor of the variance at the public meeting, or presenting the board with a signed statement of agreement or petition from neighbors. Please be aware that any written or oral testimony from neighbors opposed to the variance will also be heard at the meeting.
6. Building Inspectors are available from 8-9 AM or 12:30-1:30 PM, Monday through Friday to answer questions regarding building code issues as well as variance procedures.