



**City of Monmouth
Major Variance
Application**

For official use only:

Date: _____

Fee: \$ 500.00

Receipt No.: _____

Application No.: _____

Applicant:

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

Title Holder:

Name

Mailing Address

E-Mail

City

State

Zip

Location:

Street Address

Tax Lot Number

Assessor Map

Description:

Comprehensive Plan Map Designation

Current Zoning

Size (acres)

Procedure

Variance applications are processed in accordance with Monmouth City Code (MCC) Chapter 18.20, "Variances." Variance applications are conducted as a Type II procedure. Written notice of the application is provided to all property owners within 250 feet of the property. For Type II procedures, the Planning Commission conducts a public hearing to review the request.

In accordance with MCC Section 18.20.010, the City of Monmouth may authorize variances from the requirements of the Zoning Ordinance where it can be shown that owing to special and unusual circumstances related to a specific piece of property, literal interpretation of Ordinance standard would cause undue or unnecessary hardship.

The Zoning Ordinance is available at the City of Monmouth website: <http://www.ci.monmouth.or.us/> .

A complete application must include a separate written submittal that includes a detailed description of the proposed variance and adequately addresses each of the Major Variance approval criteria from MCC Section 18.20.060.

The applicant is seeking a variance to the requirements of Monmouth Zoning Ordinance Section(s) [Cite applicable City Code Section(s)].

18.20.060 Major Variance Standards

The Planning Commission may permit and authorize a variance from any dimensional development standard in the Zoning Ordinance, if the Planning Commission finds that the variance meets **all** of the following standards.

- (1) The condition which would cause undue or unnecessary hardship is a condition peculiar to the applicant’s property which is not found generally in other property in the zone.
- (2) The variance will be consistent with the Comprehensive Plan and with the purpose of the zone in which the applicant’s property is located.
- (3) The variance will not be materially detrimental to the purpose of the Zoning Ordinance, be injurious to property in the zone or vicinity in which the property is located, or be otherwise detrimental to the objectives of any City development, plan or policy.
- (4) The variance requested is the minimum variance necessary from the provisions and standards of this Ordinance which will alleviate the hardship.

Submittals: To request approval of a major variance, submit one electronic copy of (pdf format) and one reproducible copy (8 ½ x 11 or 11x 17) of the following information:

- A. A Site Analysis that describes the following (if applicable):
 - 1. Existing site topography;
 - 2. Identification of areas exceeding 10% slopes;
 - 3. Site drainage, areas of potential flooding;
 - 4. Areas with significant natural vegetation;
 - 5. Existing structures, roadway access and utilities:

6. Existing and proposed streets, bikeways, and pedestrian facilities within 300 feet.
- B. A Site Plan 11 x 17 inches or multiples thereof in size illustrating the following information (if applicable):
- 1. Proposed grading and topographical changes;
 - 2. All proposed structures including finished floor elevations, setbacks, exterior elevations, and exterior finishing.
 - 3. Vehicular and pedestrian circulation patterns, parking, loading and service areas;
 - 4. Proposed access to public roads and highways, railroads or transportation systems;
 - 5. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Invert elevations may be required for all underground transmission lines;
 - 6. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
 - 7. Proposed on premise signs, fencing or other fabricated barriers, together with their heights and setbacks;
 - 8. Proof of ownership and signed authorization for the proposed development if applicant is not the owner of the site; and
 - 9. A schedule of expected development.
 - 10. A traffic impact analysis if requested by the City Planner.
 - 11. Other appropriate studies and information that may be required by the City Planner to adequately evaluate the project.
- C. A detailed written description of the proposed development, including a description of how the project meets the applicable variance review criteria.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

For more information please contact:
City of Monmouth Community Development Dept.
151 Main St. W.
Monmouth, OR 97361
503-751-0147
www.ci.monmouth.or.us