



**City of Monmouth
Minor Variance
Application**

For official use only:

Date: _____

Fee: \$ 250.00

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." Minor Variance applications are conducted as a Type I procedure. Written notice of the application is provided to all property owners within 250 feet of the property. For Type I procedures, the City Planner reviews the application and issues a written decision.

MCC Section 18.20.030 defines minor variances as the following:

- (1) Variance to setback and yard requirements to allow additions to existing buildings so that the additions follow existing building lines.
- (2) Variance to lot width, depth and frontage requirements of up to 10 percent.
- (3) Variance to residential yard/setback requirements of up to 20 percent provided that no side yard shall be less than five feet.
- (4) Variance to nonresidential yard/setback requirements of up to 10 percent.
- (5) Variance to lot area requirements of up to 5 percent.
- (6) Variance to fence height requirements of up to 20 percent.

A complete application must include a separate written submittal that includes a detailed description of the proposed variance and adequately addresses each of the Minor Variance approval criteria from MCC Section 18.20.040. It is the sole responsibility of the applicant to provide adequate evidence upon which the City Planner can base a decision.

18.20.040 Minor Variance Criteria

- (1) The City Planner may allow a minor variance from those development standards as defined in Section 18.20.030 if the Planner finds that the variance meets all of the following standards.
 - (a) The property is currently developed such that development of a permitted use is impractical; or the variance is needed to allow the applicant to enjoy a substantial property right possessed by a majority of property owners in the same vicinity.
 - (b) The request is the minimum variance that would alleviate the hardship.
 - (c) The variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity or be otherwise detrimental to the objectives of any City development, plan, or policy.
 - (d) No practical alternatives have been identified, which would accomplish the same purpose and not require a variance.
 - (e) There has not been a previous land use action approved on the basis that a minor variance would not be allowed.
- (2) If the City Planner determines that a minor variance application raises public concerns that are best addressed by the whole Planning Commission, the City Planner may refer a minor variance application to the Planning Commission for their review as a Type I action.
- (3) When a minor variance application is submitted concurrently with an application requiring a Type II review, such as a major partition, subdivision or planned unit development, the City Planner may refer the minor variance application to the Planning Commission for their review in conjunction with the concurrent application.
- (4) Variances to the required right-of-way width for local streets shall only be approved upon recommendation by the Public Works Director.

Submittals: To request approval of a minor 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 Department
151 Main St. W.
Monmouth, OR 97361
503-751-0147
www.ci.monmouth.or.us