



CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254

Phone: 208-847-0824 | Fax: 208-847-3867 | Email: montcity@dcdi.net

VARIANCE APPLICATIONS MUST BE SUBMITTED 30 BUSINESS DAYS PRIOR TO THE PUBLIC HEARING

APPLICATION FOR VARIANCE

Applicant Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner/Developer Information (if other than applicant)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Property of Consideration

Property Address: _____

Current Zone: _____

Legal Description (attach legal description): _____



CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254

Phone: 208-847-0824 | Fax: 208-847-3867 | Email: montcity@dcdi.net

Project Description

This application is to permit:

- Front yard setback Rear yard setback Side yard setback

The applicant is requesting a _____ foot set back to allow the construction of: (Specify the type of structure and use): _____

Narrative

Attach a narrative statement demonstrating that the requested Variance conforms to the following standards:

1. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
2. That a literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this title.
3. That special conditions and circumstances do not result from the actions of the applicant, and;
4. That granting the variance requested will not confer on the applicant any special privilege that is denied by this title to other lands, structures, or buildings in the same district.

Variance Application Process

- Applications must be submitted at least **thirty (30) business days** prior to the public hearing to ensure they meet the deadline for agenda items to be submitted for the Planning and Zoning agenda.
- Late applications will be held for the next meeting's agenda.
- Incomplete applications will not be accepted.
- The applicant or a representative must be present at the scheduled public hearing.
- If the applicant is not the legal owner on record for the property, then a Statement of Legal Interest, signed by the owner, must be submitted with the application.
- A **\$250.00 fee** must accompany this completed application. **The applicant is also responsible for costs accrued for the required posted legal ad.**
- The application fees are non-refundable.



CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254

Phone: 208-847-0824 | Fax: 208-847-3867 | Email: montcity@dcdi.net

- Upon receipt of the application for a variance the Planning and Zoning Commission will hold a public hearing, publish a notice in a newspaper, and give written notice to all parties as required.
- At the Public Hearing you will present your request. The Planning and Zoning Commission will then approve, deny, or approve with condition(s). If your rezone is approved by the Commission, it will then be scheduled for the City Council
- At the City Council hearing, you will again need to be present or have an agent available to answer questions. Action taken by the City Council is final, and the rezone in question may not be resubmitted to the Zoning Administrator within months following such action

Acknowledgment

Approval of this application does not permit the violation of any section of the Building Code or other Municipal Codes.

The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted. The date of the Public Hearing will be established by the Administrator upon acceptance of a complete application.

I, _____ the undersigned agent and/or owner of the property acknowledge that I have read and understand the information and requirements presented in this application, and that the information I have provided is accurate and complete.

Signature

Date

FOR OFFICE USE ONLY

Date Received: _____ Hearing Date: _____

Decision: _____ Decision Date: _____