

# Variance Request

Application Fee \$600 + Costs (Costs include \$0.50 per letter, any Engineering Review expenses and legal noticing)

Checklist Item	File Name	Discipline	Sheet Type
<p>Written statement outlining the intent and request to the Board of Adjustment members, including a statement of how each of the following items has been satisfied:</p> <ul style="list-style-type: none"> <li>○ Literal enforcement of the Land Use ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the Land Use ordinance</li> <li>○ There are special circumstances attached to the property that do not generally apply to other properties in the same district</li> <li>○ Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same district</li> <li>○ The variance will not substantially affect the General Plan and will not be contrary to the public interest</li> <li>○ The spirit of the Land Use ordinance is observed and substantial justice done</li> </ul>	01 - Request Letter	General	Document
Site Plan showing location and dimensions of property lines, distances between existing and proposed structures and property lines, location of existing and proposed topographic features, parking spaces, driveways, etc.	02 - Site Plan	Architectural	Plans
Elevation drawings of existing and proposed construction	03 - Elevations	Architectural	Plans
An accurate list of names and addresses of all property owners of current record within 500 feet of the property, including your own. (This information is available in the Wasatch County Recorder's Office)	04 - Addresses	Other	Document
<p>Copy of letter of intent to each of the neighboring property owners within 500 feet, submit the letters with:</p> <ul style="list-style-type: none"> <li>○ A non-sealed</li> <li>○ Self-adhesive/sealable</li> </ul>	**Must be turned in to Planning Department**		

<ul style="list-style-type: none"> <li>○ Stamped envelopes</li> <li>○ Addressed to each property owner of current record on the above mentioned list</li> <li>○ With return address left blank</li> <li>○ And pay a \$0.50 per letter charge. The Planning Office will then mail the letters for you.</li> </ul>			
Any additional supporting documents	Other - [Insert Custom Name Here]		

1. All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
2. If changes to your application are necessary, you may resubmit your response through the portal. **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the revision column instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**
3. Instructions on how to retrieve the address of each property owner of current record within 500 feet of the property, can be found by [clicking this link](#).