

VARIANCE PROCEDURES

City of Princeton

A. The **Applicant** is responsible for:

1. Submitting all filing requirements (listed below as B) to the Planner/Zoning Administrator at least **28 days prior** to the regular Planning Commission meeting, at which the review is to be held.

All required information must be received before the application will be placed on a Planning Commission meeting agenda.

B. General Filing Requirements

1. Completed application for Variance.
2. Cash fee of \$_____.
3. Legal description of property.
4. Acknowledgement of Responsibility form completed.
5. Affirmation of Sufficient Interest form completed.
6. Dependent on the variance requested, the following may be required:
 - a. Seven (7) 2' x 3' and fifteen (15) 11" x 17" copies of a Site Plan indicating all information as listed on the attached "Variance Requirements."
 - b. Twenty two (22) copies of the Sign plan (minimum size – 11" x 17").
 - c. Seven (7) 2' x 3' and fifteen 11" x 17" copies of any other appropriate plans or drawings.
7. A narrative explaining the purpose of the request, the exact nature of the variance, and the justification for the request.

C. **City Staff** is responsible for:

1. Public hearing notice published at least ten (10) days before the Planning Commission meeting at which time the item will be heard.
2. Notice sent at least ten (10) days prior to the public hearing to area residents within a radius of at least 350 feet.
3. Variance request placed on Planning Commission agenda for review.
4. Staff report prepared recommending either approval or denial and forwarded to Planning Commission three (3) days prior to hearing; copy sent to applicant.
5. Planning Commission holds public hearing and acts on request, either approving, approving with stipulations, or denying.
6. If approved, the Planning Commission shall adopt the appropriate resolution granting the variance.
7. Department notifies applicant in writing of the Planning Commission decision. If the request is denied, reasons must be given.
8. The date of adoption by the Planning Commission becomes the effective date of the variance.

VARIANCE REQUIREMENTS

Depending on the type of variance requested, some or all of the following information is requested. **It shall be the responsibility of the applicant to provide all appropriate information.** It is strongly recommended that the applicant discuss the specifics of the request with the Planner/Zoning Administrator prior to submission of any application.

- A. **Map** indicating existing conditions on the site and all property within 200 feet. This scaled drawing should show:
 - 1. Property boundaries and dimensions.
 - 2. Adjacent roadways and access points.
 - 3. Existing topographical contours.
 - 4. Existing structures.
 - 5. Existing parking areas and other manmade features.
 - 6. Existing significant vegetation and trees 4” caliber or larger, by size and species (subject property only).

- B. **Site Plan** (as requested by City staff). **This should be a scaled drawing.**
 - 1. Building footprints, size, and dimensions.
 - 2. Parking areas and access points.
 - 3. Building and parking setback lines.
 - 4. Delineation of location and extent of variance.
 - 5. Building elevations and height (if appropriate).
 - 6. Landscaping or other measures proposed to mitigate effects of variance.
 - 7. Property line location.

- C. **Sign Plan** indicating:
 - 1. Size, height, and details of sign proposed.
 - 2. Scaled drawing indicating sign location.

- D. **Other appropriate plans/drawings** pertinent to the analysis of the request.

- E. **Written narrative** explaining the purpose of the request, the exact nature of the variance, the justification for the request, and any measures proposed to mitigate the effects of the variance.

NOTE: When possible, all drawing should utilize an Engineer's scale.