

# Variance

City of Coeur d'Alene



A **COMPLETE APPLICATION** is required at time of application submittal, as determined by the Planning Department.

## REQUIRED SUBMITTALS

A variance request is made by submitting the following information to the Planning Department:

1. The completed attached form and checklist;
2. An owners' list prepared by a title insurance company, using the last known name and address from the latest tax roll of the county. The list shall include the following:
  - A. All property owners adjoining the external property boundaries
  - B. All property owners within the property boundaries.
3. A set of drawings ( as prescribed in the justification section);
4. Title reports with correct ownership, easements and encumbrances prepared by the title insurance company
5. A \$400.00 processing fee (payable to the City of Coeur d'Alene).

## DEADLINE FOR SUBMITTALS

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard.

All supplemental information to be added to the application file must be received by the Planning Department no later that 15 days prior to the public hearing date for this item.

## PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY:

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done 1 (one) week prior to the date of the Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posted on the property is also required and must be returned to the Planning Department.

*This application can be found online at [www.cdaid.org](http://www.cdaid.org) under Planning Department.*



Please type or print the following required information:

**APPLICANT:**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**Filing Capacity:**

\_\_\_\_\_ 1. Recorded property owner as of \_\_\_\_\_ (date)

\_\_\_\_\_ 2. Purchasing (under contract) as of \_\_\_\_\_ (date)

\_\_\_\_\_ 3. The Lessee or Renter as of \_\_\_\_\_ (date)

\_\_\_\_\_ 4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application)

**Engineer and/or Architect:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

**PROPERTY:**

Legal Description of property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address(es) of property: \_\_\_\_\_

\_\_\_\_\_

**JUSTIFICATION:**

Attach site and/or building plans which illustrate the request.

A variance may be requested from a provision of the zoning ordinance with respect to a modification of the requirements of lot size, lot coverage, width, depth, front yard, side yard, rear yard, setbacks, parking space, height of buildings, or other provisions affecting the size or shape of a structure or the placement of the structure upon lots, or the size of lots.

A variance shall not be considered a right or special privilege, but may be granted only upon a showing of undue hardship because of characteristics of the site and that the variance is not in conflict with the public interest. Prior to approving a variance, the Planning Commission is required to make Findings of Fact. Findings of Fact represent the official determination of the Planning Commission and specify why the special use permit is granted. The **BURDEN OF PROOF** for why the variance is necessary rests on the applicant. Your narrative should address the following points:

A. A description of your request;

---

---

---

B. The undue hardship caused by the physical characteristics of the site;

---

---

---

C. Show this request is compatible with the public interest;

---

---

---

D. Show this request is in conformance with the 2007 Comprehensive Plan (please state appropriate comprehensive plan goals and policies);

---

---

---

E. Any other justifications that you feel are important and should be considered by the Planning Commission.

---

---



## REQUIRED CERTIFICATIONS

### OWNERSHIP LIST

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(title company) (date)

### RESIDENTS LIST

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(name) (date)

### CERTIFICATION OF APPLICANT \*

I, \_\_\_\_\_, being duly sworn, attests that he/she is the applicant of this  
(insert name of applicant)  
request and knows the contents thereof to be true to his/her knowledge.

Signed: \_\_\_\_\_  
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(notary)

### CERTIFICATION OF PROPERTY OWNER(S) OF RECORD \*:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Signed by Owner: \_\_\_\_\_

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(notary)

*\* For multiple applicants or owners of record, please submit multiple copies of this page.*

For City use only: Received: City Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Planning: \_\_\_\_\_ Date: \_\_\_\_\_



Date Stamp here